

Notice of the Annual Meeting of

Didcot Town Council
14th May 2024 at 7.30pm
Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Annual Meeting of the Council on Tuesday 14th May 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 – jwheeler@didcot.gov.uk

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 receive nominations to existing Committees and to make appointments in accordance with Standing Order 105 – see attached report.**
4. **To receive nominations and make appointments to working groups, external bodies and organisations - report attached**
5. **To receive any amendments to the Standing Orders and Financial Regulations as recommended under Standing Order 132 – report attached**
6. **To approve and adopt the minutes of the ordinary meeting held on 4th March 2024 and the Mayor-making Meeting held on 7th May 2024 and to include questions on the minutes as to the progress of any item**
7. **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:

6th March 2024
20th March 2024
17th April 2024 (to be approved by Committee)
 - (ii) Recommendations to Council:

Minute 231: To consider applying for a Neighbourhood Plan - see attached report
 - (b) Finance and General Purposes Committee
 - (i) To receive the minutes:

25th March 2024

22nd April 2024 (to be approved by Committee)

(ii) Recommendations to Council:

Minute 184: To formally minute the £11,000 grant awarded to Citizens Advice – *see report*

Minute 185: To approve the Strategic Risk Assessments – *see report*

Minute 187: To approve Proludic - as the contractor for the construction and installation of the new teen play area in Edmonds Park at a cost of £46,840.94 – *see report*

Minute 188: To approve a new project for Edmonds Park – the installation of a new sandpit at a cost of £4,135 – *see report*

Minute 191: To approve the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of the open green spaces – at a cost of £4,664.60 deposit and £469.77 for 60 months – *see report*

(c) Environment & Climate Committee

(i) To receive the minutes:

11th March 2024 (to be approved by Committee)

No recommendations

(d) Personnel and Administration Committee

(i) To receive the minutes

8th April 2024 (to be approved by Committee)

(ii) Recommendation to Council:

Minute 66: To approve the Discretionary Pension Policy

(e) Property & Facilities Committee

(i) To receive the minutes

27th March 2024 (to be approved by Committee)

No recommendations

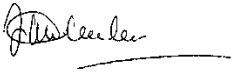
8. To receive the Mayor's report – 28th February – 6th May 2024

Date	Day	Event
7 th March 2024	Thursday	Powerhouse Fund meeting, Milton Park
12 th March 2024	Tuesday	Opening of Edmonds Park Pavilion, Didcot
16 th March 2024	Saturday	Hosted the Didcot Town Awards, Civic Hall, Didcot
28 th March 2024	Thursday	Aureus School Art Showcase, Cornerstone, Didcot
6 th May 2024	Monday	Guides May Fair, Civic Hall, Didcot

Deputy Mayor – 28th February to 6th May 2024

Date	Day	Event
6 th March 2024	Wednesday	International Day, Didcot Girls School, Didcot
12 th March 2024	Tuesday	Opening of Edmonds Park Pavilion, Didcot
15 th March 2024	Friday	Oxfordshire County Council Chair's Charity Fundraiser, County Hall, Oxford
21 st April 2024	Sunday	Mayor of Wantage Big Thank You, Parish Church, Wantage

- 9. To note the report on the HSE visit to the Outdoor Services Depot on 27th March 2024**
- 10. 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.**
- 11. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board**
- 12. 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
8th May 2024



Annual Meeting 14th May 2024

Report author: Janet Wheeler



Appointments to Committees

Introduction

1. Standing Order 19h allows the Annual Meeting “to receive nominations to existing Committees and to make appointments in accordance with Standing Order 100 and receive nominations of Chair and Vice-Chair subject to their election at the first meeting of the Committee”. This item was deferred from the Mayor-Making meeting held on 7th May 2024.
2. Chair and Vice-Chair appointments are for individual Committees to elect at their first meetings following the Annual Meeting of the Council or Mayor-making. The current Chairs and Vice Chairs were approved on a temporary basis until the Committees can meet.

Recommendation

3. That Council seeks any further nominations and
 - a) appoints members to Standing Committees as expressed on the attached spread sheet.

Background

4. Standing Order 100g states that at its Annual meeting, Council shall ‘as far as practicable and without reference to Standing Order 104 appoint members to each Standing Committee **in proportion to the number of Councillors in each group** to which they affiliate in relation to the total number of seats on Standing Committees. Single members shall be similarly appointed.’

5. In total there are 21 elected members on Didcot Town Council and 33 seats on Standing Committees.

6. Unlike District Councils, Town Councils are not under a duty to ensure each Committee is politically balanced, but that across all Standing Committees political balance is achieved.

Legal Implications

7. None

Financial Implications

8. None.

Standing Committee Nominations awaited

	Finance and General Purposes Committee 7 members	Environment and Climate Committee 7 members	Planning and Development Committee 7 members	Personnel and Administration Committee 5 members	Property & Facilities Committee 7 members
Member 1	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Member 2	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Member 3	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Member 4	Liberal Democrat	Liberal Democrat	Green Party	Labour	Liberal Democrat
Member 5	Labour	Labour	Labour	Labour	Labour
Member 6	Labour	Labour	Labour		Labour
Member 7	Labour	Labour	Labour		Labour

Sub 1	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Sub 2	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Sub 3	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat	Liberal Democrat
Sub 4	Liberal Democrat	Liberal Democrat	Liberal Democrat	Labour	Liberal Democrat
Sub 5	Labour	Labour	Labour	Labour	Labour
Sub 6	Labour	Labour	Labour		Labour
Sub 7	Labour	Labour	Labour		Labour

Janet Wheeler
Town Clerk

Didcot Town Council

Annual Town meeting 14th May 2024

Report author: Janet Wheeler



Appointments to working groups and external bodies and organisations

Introduction

1. This item was deferred from the Mayor-Making held on 7th May 2024.
2. Standing Order 19k offers the Annual Meeting the opportunity to “receive nominations and make appointments to working groups and external bodies and organisations”.
3. Attached is a list of the current working groups and external bodies that the Town Council has representatives on.

Recommendation

4. That Council seeks any further nominations and appoints members to existing working groups and outside bodies.

Legal Implications

5. None

Financial Implications

6. None.

Risk Implications

7. None.

Working Groups, Outside Bodies and Organisations

Working Group/outside body
Allotment Liaison Representatives (5) – one for each site
<ol style="list-style-type: none"> 1. Broadway 2. Cockcroft 3. Mereland Road 4. New Road 5. Wantage Road
Allotment Liaison Group – Allotment Liaison Representatives (above) plus Community Officer and Allotment Administrator
Chair of this Group to be appointed
CCTV Management Group (Mayor or Leader plus Town Clerk)
Citizens Advice, Oxfordshire South and Vale (1)
Didcot Arts and Community Association (1)
Didcot Chamber of Commerce (1)
Didcot North East Stakeholder Group (2)
Didcot Town Fayre Working Group (6) This event is now run outside of the DTC – members to decide whether they wish to retain representation
Didcot Garden Town Board (1 plus a substitute)
Earth Trust Local Stakeholder Group (1)
Fleet Meadow Community Trust – Seven elected members
Hagbourne Charities (2) to act as trustees ideally for a 4 year term
King Alfred Drive Community Centre (1)
Ladygrove Management Group – (7) to look after all the assets in Ladygrove including the lakes and the recreation ground
Oxfordshire Association of Local Councils (2)
Oxfordshire Larger Local Councils biannual meeting (1 plus the Town Clerk)
Parish Transport Representative (1)
Power Station Liaison Committee (2)
Public Art Working Group (5)
Sutton Courtenay Local Liaison Committee (1)
Traffic Advisory Group (open to all)
Twinning Association (1)

Agenda item 4 – appointment to outside bodies

Working Group/outside body

UKAEA Liaison Committee (1)

Didcot Town Council

Annual meeting 14th May 2024

Report author: Janet Wheeler



Review of Standing Orders and Financial regulations

Background

1. The current Standing Orders were adopted at the full Council meeting in June 2020. This adoption followed a rigorous string of working group meetings to make our Standing Orders acceptable to the auditors. There are no further amendments to our current Standing Orders.
2. The Financial Regulations (NALC) 2019 were scrutinised by the F&GP meeting in April 2024 and a few minor amendments are recommended. *The amendments are attached to this report in red.*

Please note that NALC has now produced a revised set of financial regulations. These will need to be scrutinised by the RFO and recommendations presented to the F&GP Committee in due course.

Recommendation

That full Council approve and adopt these amendments.

Legal Implications

3. Our current Standing Orders and Financial Regulations must pass the scrutiny of both the internal and external auditor.

Financial Implications

4. Didcot Town Council is accountable to the Local Audit and Accountability Act 2014 Sections 26 and 27 and The Accounts and Audit Regulations 2015 (SI 2015/234)

Janet Wheeler
Town Clerk

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DIDCOT TOWN COUNCIL FINANCIAL REGULATIONS 2024

Based on the NALC Financial Regulations 2019

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NB: NALC is due to issue a new set of financial Regs
This summer. JW

2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. Annual budget and forward planning

3.1. Each Committee shall review its annual forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of December each year (or the first full Council meeting in January) including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant Committee.

3.3. The Council shall consider annual budget proposals in relation to the Council's annual forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for items over £5,500;
- a duly delegated Committee of the Council for **items over £1,500**; or
- the Clerk, in conjunction with the Leader or Chair of the appropriate Committee, for any **items below £1,500**.

} increased
from
£1,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of Council having considered fully

signed, or otherwise evidenced, by two authorised bank signatories, retained, and any payments are reported to Council as made.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or

c) fund transfers within the Council's banking arrangements up to the sum of £80,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation - (such as but not exclusively) - Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by one member on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any Revenue or Capital Grant in excess of £12,000 shall before payment, be subject to ratification by resolution of the Council.

increased
from
£10,000

8 i.e. Grant application from TRAN is for £10,500 - they will need to wait for full Council approval at end of June

6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by invoice to the Payroll consultant provided that the instructions are signed, or otherwise evidenced by one member are retained and any payments are reported to Council as made. The payroll contract will be reviewed every two years.

6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS (or any other method of payment such as internet banking transfer) shall be renewed by resolution of the Council at least every two years.

6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which Members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Mayor or Leader of the Council in a sealed dated envelope or kept in the safe. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Members immediately and formally to the next available meeting of the Council. ~~This will not be required for a member's personal computer used only for remote authorisation of bank payments. delete~~

] Members use gov emails

6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated Committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The Council, and any Members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the RFO or other senior manager shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page ~~(which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations. delete~~

} n/a

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO, ~~the Deputy Town Clerk; the Estate Manager~~ and Outdoor Services Manager will also be restricted to a single transaction maximum value of £2,000 unless authorised by Council or appropriate Committee in writing before any order is placed.

6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.

6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the RFO, ~~the Deputy Town Clerk; the Estate Manager~~ and the Outdoor Services Manager and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of Members or staff shall not be used under any circumstances.

6.21. The Town Clerk/RFO will provide petty cash to Officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The Town Clerk/RFO will maintain a petty cash float of **at least** £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO, **the Deputy Town Clerk; the Estate Manager** or the Outdoor Services Manager.

10.3. All Members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the Council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

Didcot Town Council

Council Meeting

Monday 4th March 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	O Glover
C Jennings (Leader)	H Macdonald
A Hudson	L Hislop
D Macdonald	Kelly Morrison (Deputy Leader)

Officers:

Janet Wheeler - Town Clerk
Lucy Blake - Deputy Town Clerk

One member of the public was present.

74. To receive apologies

No apologies were received. Cllr Z Mohammed was absent.

75. To receive declarations of interests

Cllrs M Khan, D Macdonald and A Macdonald declared an interest in agenda item 4bii as they are all involved with the organisation of the Edfest event and would therefore not participate in the voting on this item.

No other declarations were received.

76. To approve and adopt the minutes of the Council Meeting held on 8th January 2024 and the Extra-ordinary Council meeting on 19th February 2024 and 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 8th February 2024 and the Extra-ordinary Council meeting on 19th February 2024. All members agreed.

77. 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 D Rouane, seconded by Cllr A Hudson, and RESOLVED to receive the Minutes for the meetings held on 3rd January 2024, 24th January 2024, and 14th February 2024 (to be approved at Committee). The vote was unanimous. There were no recommendations.

Cllr N Hards explained that the Valley Park Reserved Matters application was due to be discussed at the SODC Planning Committee meeting on 6th March 2024 which conflicted with DTC's Planning and Development Committee meeting. As such, there would be no representative from DTC at the SODC meeting - DTC's comments on the application would have been submitted in the usual way.

(b) Finance and General Purposes Committee

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to receive the Minutes of the meetings held on 22nd January 2024 and 26th February 2024 (to be approved at Committee). The vote was unanimous. There were nine recommendations:

(i) Recommendations to Council:

Minute 139 – To approve three grant meetings a year instead of every F&GP meeting.

It was proposed by Cllr T Worgan and seconded by Cllr G Roberts to approve three grant meetings a year, instead of every F&GP meeting, unless in exceptional circumstances. This would be widely advertised so applicants are aware of when to submit their applications and it is hoped this would enable the Committee to consider all applications fairly and equally. The vote was unanimous.

It was RESOLVED to APPROVE three grant meetings a year. This would be reviewed throughout the year.

Minute 141 – To adopt the Real Living Wage policy.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve this policy. The vote was unanimous.

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

It was proposed by Cllr T Worgan and seconded by Cllr D Rouane to award the grass cutting contract to Company B due to the lower financial cost of the service, following previous discussions at the F&GP meeting and realisation of the error on the F&GP report.

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

It was RESOLVED to award the grass cutting contract to Company B – IMS Group - UK at a cost of £88,069.29 over a three year term.

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.*

It was proposed by Cllr J Broadbent, seconded by Cllr T Worgan, and RESOLVED to award Company B – The Splash, the contract for the construction of the splash park. The vote was unanimous.

Minute 156 – *To approve the proposed virements.*

It was proposed by Cllr T Worgan and seconded by Cllr G Roberts and RESOLVED to approve the proposed virements. The vote was unanimous.

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

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

Minute 160 – *To approve the Grass cutting Service Level Agreement with OCC for an income of £13,424 towards the grass cutting contract per annum.*

It was proposed by Cllr T Worgan and seconded by G Roberts to approve the Service Level Agreement with OCC.

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

It was RESOLVED to approve the grass cutting Service Level Agreement with OCC for an income of £13,424 towards the cutting of the grass verges.

Minute 161 – *To approve the write off sums.*

It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and RESOLVED to approve the write off sums. The vote was unanimous.

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

- *Cllrs M Khan, D Macdonald and A Macdonald did not participate in the vote on this item.*

It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and RESOLVED to approve the £10,000 grant for Edfest to be paid to the King Alfred Drive Community Centre organisation this year.

(c) Environment & Climate Committee held on 15th January 2024 (to be approved by Committee).

It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and RESOLVED to receive the Minutes of the meetings held on 15th January 2024 (to be approved at Committee). The vote was unanimous. There were no recommendations:

(d) Personnel and Administration Committee held on 5th February 2024 (to be approved by Committee).

It was proposed by Cllr J Loder, seconded by Cllr H Macdonald, and RESOLVED to receive the Minutes for the meeting held on 5th February 2024 (to be approved at Committee). The vote was unanimous. There was one recommendation:

(i) Recommendations to Council

Minute 55 – To approve the revised Didcot Volunteer Policy.

It was proposed by Cllr J Loder, seconded by Cllr H Macdonald, and RESOLVED to APPROVE the policy. The vote was unanimous.

(e) Property & Facilities Committee held on 31st January 2024 (to be approved by Committee).

It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and RESOLVED to receive the Minutes for the meeting held on 31st January 2024 (to be approved at Committee). The vote was unanimous. There were no recommendations.

78. To receive the Mayor's report – 30th December 2023 – 26th February 2024

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

79. To elect the Mayor designate for the 2024-2025 civic year

Cllr A Jones was proposed by Cllr T Worgan and seconded by Cllr C Jennings. The Mayor called for any other nominations and received none.

It was RESOLVED to elect Cllr A Jones as Mayor designate for the 2024-2025 civic year. The vote was unanimous.

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

It was proposed by Cllr O Glover, seconded by Cllr K Morrison, and RESOLVED to APPROVE the revised meeting dates for 2024 – 2025 civic year. The vote was unanimous.

81. To receive motions:

i) Motion one – proposed by Cllr L Hislop and seconded by Cllr S Nohre to consider providing free access to period products in all Town Council facilities and to explore whether any disposable products provided can be sustainably sourced.

The motion was voted on and it was RESOLVED to provide free period products in all Town Council facilities. The vote was unanimous.

82. 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 informed the Council that he had been unwell for the past 3-4 weeks and apologised for being unable to answer correspondence during this time. He confirmed that he was unable to attend the recent HIF meeting. He also extended his condolences to Cllr A Hudson on his recent bereavement.

83. 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 an online meeting with Didcot Garden Town where they discussed their various projects. He spoke on various initiatives including art installations in the town, wayfinding signage and health and well-being. He also spoke about the obesity problem in Didcot, specifically with children and how Didcot Garden Town are working with schools on this issue.

Cllr C Jennings confirmed that there are 135 children in Didcot, under the age of 12, who care for their parents. Some of the initiatives will support these children.

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

Q. Can the Leader comment on the state of the tennis courts at Park Road? (Cllr N Hards)

The Leader confirmed that he will investigate and get back to Cllr N Hards.

- *It was clarified with Councillors after the meeting that a lot of work had been undertaken at the tennis courts in Edmonds Park, by the outdoor team which included power washing, moss treatment, installation of new nets and basketball hoops and planting. Repainting the courts would commence subject to the work being completed and drier weather.*

Q. Can the Leader confirm what information was given to DTC and when, regarding the change in opening hours at Cornerstone, and how was it published? (Cllr N Hards)

Cllr C Jennings explained that he would gather this information and report back to the Council.

The meeting closed at 8.27pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Mayor-making

Tuesday 7th May 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:

J Broadbent	J Loder
S Cole	A Macdonald (Out-going Mayor)
N Hards	D Macdonald
L Hislop	O Glover
A Hudson	G Roberts
C Jennings	D Rouane
A Jones (Mayor elect)	T Worgan
M Khan	S Nohre

Officers:

Janet Wheeler - Town Clerk; Lucy Blake – Deputy Town Clerk and other staff members of Didcot Town Council.

Approximately thirty members of the public and invited guests.

1. Election of the Town Mayor for 2024/2025 and signing of the Declaration of Acceptance of Office

It was proposed by Cllr A Macdonald and seconded by Cllr C Jennings to elect Cllr A Jones as the Town Mayor for 2024/2025.

There were no further nominations.

It was RESOLVED to elect Cllr A Jones as Mayor of Didcot for 2024/2025. The vote was unanimous.

Cllr A Macdonald thanked staff for the continuing support and work on the Mayoral events throughout the 2023/2024 year.

Cllr A Jones accepted the Mayoral Chain, signed the Declaration of Acceptance of Office and assumed the role of Mayor.

Cllr A Jones gave a short acceptance speech.

2. Election of the Deputy Town Mayor for 2024/2025 and signing of the Declaration of Acceptance of Office

There was one nomination for the position of Deputy Town Mayor. It was proposed by Cllr C Jennings and seconded by Cllr D Rouane and RESOLVED to appoint Cllr J Loder.

It was RESOLVED to elect Cllr J Loder as Deputy Mayor for 2024/2025. The vote was unanimous.

Cllr J Loder accepted the Deputy Mayoral Chain; signed the Declaration of Acceptance of Office and assumed the role of Deputy Mayor.

The Mayor gave thanks to the out-going Army and Air Cadets – Corporal Alfie Hermitage and Sergeant Lorcan Bennett. The Mayor then welcomed the two new serving Cadets: Lance Corporal Ben Jelfs and Flight Sergeant Oliver Allison. They both received Town Cadet badges.

3. Election of the Leader of the Council for 2024/2025

Nominations were called for the Leader of the Town Council. It was proposed by Cllr D Rouane and seconded by Cllr T Worgan to nominate Cllr C Jennings.

A second nomination was proposed by Cllr D Macdonald and seconded by Cllr A Hudson to elect Cllr M Khan as Leader.

The vote was:

Cllr M Khan – IN FAVOUR = 7 votes

Cllr C Jennings – IN FAVOUR = 9 votes

It was RESOLVED that Cllr C Jennings be elected as Leader of the Council for 2024/2025.

4. Election of Deputy Leader of the Council for 2024/2025

Nominations were called for. It was proposed by Cllr C Jennings and seconded by Cllr T Worgan to nominate Cllr K Morrison.

A second nomination was proposed by Cllr M Khan and seconded by Cllr J Broadbent to elect Cllr D Macdonald as Deputy Leader.

The vote was:

Cllr D Macdonald – IN FAVOUR = 8 votes

Cllr K Morrison – IN FAVOUR – 8 votes

As the voting resulted in a tie, the Mayor used his casting vote to vote for Cllr K Morrison.

It was RESOLVED that Cllr K Morrison be elected as Deputy Leader of the Council for 2024/2025.

5. To receive apologies

Apologies were received from Cllrs G Ryall, K Morrison, Z Mohammed and D Aragao. Cllr Hugh Macdonald was absent without apologies.

6. To receive declarations of interests

There were no declarations.

It was proposed by Cllr A Jones, seconded by Cllr D Rouane and RESOLVED to suspend Standing Orders to allow for:

- **Speech from the incoming Mayor and confirmation of charities**
The Mayor thanked staff and Councillors for their support and confirmed that he had already attended various events in his previous position as Deputy Mayor. He confirmed his chosen charities for the 2024-2025 year are Be Free Young Carers and TRAIN. He also pledged to encourage more involvement with the youth of Didcot throughout his mayoral year.
- **Review of the previous mayoral year 2023-2024**
Cllr A Macdonald thanked his Cadets and confirmed that the various events held throughout the year raised a lot of money for his two charities: The Felix Foundation and Didcot Food Bank.

It was proposed by Cllr A Jones, seconded by Cllr C Jennings, and RESOLVED to reinstate Standing Orders.

7. To review the Scheme of Delegation to Committees under Standing Orders 100-112 and to employees under Standing Orders Section 4 and 5

It was proposed by Cllr A Jones, seconded by Cllr C Jennings, and RESOLVED to approve the Scheme of Delegation to Committees.

8. To confirm the meeting dates for the Council and Committee meetings for 2024 – 2025 civic year

It was proposed by Cllr A Jones, seconded by Cllr A Hudson and RESOLVED to approve the meeting dates.

9. To defer nominations to existing Committees to the Annual Meeting on 14th May 2024 but (in accordance with Standing Order 105) to receive nominations of Chair and Vice Chair subject to their election at the first meeting of the Committee

The following temporary appointments were proposed by Cllr A Jones, seconded by Cllr D Rouane – for the first meeting of each Standing Committee only:

Finance and General Purposes Committee

Chair: Cllr T Worgan; Deputy Chair: Cllr G Roberts

Environment and Climate Committee

Chair: Cllr G Roberts; Deputy Chair: Cllr K Morrison

Planning and Development Committee

Chair: Cllr D Rouane ; Deputy Chair: Cllr H Macdonald

Personnel and Administration Committee

Chair: Cllr C Jennings; Deputy Chair: Cllr J Loder

Property & Facilities Committee

Chair: Cllr K Morrison; Deputy Chair: Cllr H Macdonald

It was RESOLVED to appoint these positions on a temporary basis for the first meeting of each standing Committee.

The meeting closed at 7.50pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 6th March 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 L Hislop
Cllr A Hudson
Cllr D Macdonald

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Cllr A Jones attended as a member of the public.

216. To receive apologies

Apologies were received from Cllrs N Hards and S Nohre.

Cllr D Macdonald substituted for Cllr N Hards.

No other apologies were received.

217. 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 items 8 and 9 (OCC Planning Applications) and would pass the Chair to Cllr H Macdonald.

No other declarations were made.

218. To approve the draft minutes of the meeting held on 14th February 2024
(attached)

Cllr H Macdonald raised an amendment to minute 214 and asked for the minutes to be amended to remove line 2 of the minute. The minute should be amended to “Some members of the Committee did not receive the report in time to discuss it at the meeting, and therefore the item will be deferred to a future meeting”.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** to **approve** the minutes as a true and accurate record of the meeting, subject to the amendments, and note them as such.

All members agreed.

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

Cllr D Rouane updated the Committee regarding the letter of support for pharmacies. The circulated draft was **approved**, and the letter will be sent out shortly after the meeting.

220. 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)	26/02/2024	VOWH	27/02/2024	To inform DTC that planning application P22/V0604/RM – Phase 1a Valley Park will be discussed by the Vale of White Horse District Council during their Planning Committee meeting

The Committee also noted a late item of correspondence regarding Planning Application 19/S0720/O - Land at Ladygrove East Didcot and noted the response from the Planning Case Officer.

221. To discuss and agree on 10 additional street names for development of 179 homes by Cala Homes phase of Didcot North.

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to suggest Scottish Mountains as the street names.

All members agreed.

222. Applications for certificates of Lawful Development and Information only

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

7a)	Application	P24/S0614/N8A	Sainsburys Supermarkets Ltd Central Drive Didcot OX11 7ND
	Proposal	Installation of circa 382.5kW of Solar PV equipment on the roof	

Cllr D Rouane passed the Chair to Cllr H Macdonald at 20:00

223. To comment on OCC’s application MW.0067/22 – planning application for Section 73A to continue the development permitted by planning permission no. MW.0049/19 (P19/V1273/CM) (for small extension to Bridge Farm Quarry to extract sand and gravel and restoration to agriculture and lakes with reed fringes)

Application	MW.0067/22	View application and make comment using reference no: MW.0067/22
Proposal	Section 73A application to continue the development permitted by planning permission no. MW.0049/19 (P19/V1273/CM) (for small extension to Bridge Farm Quarry to extract sand and gravel and restoration to agriculture and lakes with reed fringes) without complying with conditions 2, 39 and 42 to extend the date for final restoration and to reflect the relevant amended restoration design.	
Location	Land at Bridge Farm Quarry, Sutton Courtenay, Abingdon, OX14 4PP	
Response date	28 th March 2024	
Agreed response	It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. All members agreed.	

224. To comment on OCC’s application MW.0008/20 – planning application for Section 73 to continue the development of the extraction of sand and gravel and restoration using in situ and imported clay materials to create a wet woodland habitat as permitted by MW.0094/18 (P18/V2171/CM)

Application	MW.0008/20	View application and make comment using reference no: MW.0008/20
Proposal	Section 73 application to continue the development of the extraction of sand and gravel and restoration using in situ and imported clay materials to create a wet woodland habitat as permitted by MW.0094/18 (P18/V2171/CM) without complying with conditions 1 and 16, in order to remove the remaining stockpile of sand and gravel by road rather than conveyor. And to vary conditions 2 and 32 for the substitution of an updated restoration plan	
Location	Land at Bridge Farm Quarry, Sutton Courtenay, Abingdon, OX14 4PP	
Response date	28 th March 2024	
Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr D Macdonald, and RESOLVED to submit no objections to this application. All members agreed.	

Cllr H Macdonald passed the Chair back to Cllr D Rouane at 20:08

225. To consider as listed: Planning Applications

10a)	Application	P24/S0490/LB	125 Lydalls Road Didcot OX11 7EA
	Proposal	To replace an unused (and rotting) rear door with a window.	
	Response date	7 th March 2024 (extended from 6 th March 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: 260192) All members agreed.	
10b)	Application	P23/S3495/HH	5 Yare Close Didcot OX11 7QB
	Amendment	No. 1 - dated 7th February 2024	

	Proposal	Demolition of existing garage, construction of two bay garage with room over the top. Single storey rear extension. (as amended by plans received 7 February 2024).	
	DTC's previous response	No objections.	
	Response date	7 th March 2024 (extended from 28 th February 2024)	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 260193) All members agreed.	
10c)	Application	P24/S0190/FUL	32-34 Wantage Road Didcot Oxon OX11 0BT
	Proposal	Change of use and alterations to form two ancillary staff living accommodation bedrooms and associated works.	
	Response date	8 th March 2024	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr D Macdonald, and RESOLVED to object to this application with the following comments : Didcot Town Council's Planning and Development Committee would like to object to this application, due to the lack of easy access to the proposed accommodation, especially for emergency services. The cold storage looks to be impeding on the larger pathway, leaving only the small pathway for accessing the dwelling. (Ref: 260194) All members agreed.	
10d)	Application	P24/S0497/FUL	21 Barnes Close Didcot OX11 8JN
	Proposal	The removal of a section of the boundary wall to the maisonettes, the removal of soil and the construction of a driveway made of concrete runs and shingle.	
	Response date	8 th March 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: 260195) All members agreed.	
10e)	Application	P24/S0515/HH	5 Nene Grove Didcot Oxon OX11 7QW
	Proposal	Single storey side extension.	
	Response date	8 th March 2024	
	Agreed response	It was proposed by Cllr D Macdonald, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application.	

		(Ref: 260196) All members agreed.	
10f)	Application	P24/S0534/S73	Calnan Bros Butchers 5 Hagbourne Road Didcot OX11 8DP
	Proposal	Variation of condition 2(approved plans) on application P21/S4174/FUL (Erection of two storey building comprising 5 one bed apartments, 1 three bed apartment, 1 four bed apartment and staff room - use class C3 for adults with learning and physical disabilities with on-site care provided) - to update drawings in line with energy statement.	
	Response date	8 th March 2024	
	Agreed response	It was proposed by Cllr H Macdonald, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 260197) All members agreed.	
10g)	Application	P24/S0618/FUL	Orchard Centre Car Park Hitchcock Way Didcot OX11 7LL
	Proposal	Replacement of 19 standard car parking bays with 12 EV charging bays with associated equipment including substation, feeder pillar and charging units.	
	Response date	15 th March 2024	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr D Macdonald, 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 location of the bays could impede the flow of traffic, as they are located on a busy stretch of the road leading out of the car park, and cars would be most likely reversing into those bays. (Ref: 260198) All members agreed.	

226. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

227. 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
<p>Didcot Town Council's Planning and Development Committee has no objections to the application; however, the Committee endorses the comments made by Thames Valley Police.</p>	<p>P23/S2883/RM</p>	<p>Reserved Matters following Outline Approval P15/S2902/O for the appearance, landscaping, layout, and scale of a development comprising 179 dwellings together with associated landscaping and infrastructure. (Amended and additional information received on 31 August 2023, 16, 28 & 30 November 2023 and 6, 11 and 18 December 2023 and as amended by plans received 24 January 2024).</p> <p>(Outline planning application with details of the means of access only to be considered for a new and integrated neighbourhood to the northeast of Didcot of up to 1880 homes (with up to 40% being Affordable Housing) and comprising: (i) two new primary schools; (ii) a new secondary school; (iii) a new leisure/sports facility and sports pitches, including a pavillion; (iv) a neighbourhood centre comprising: a 1500 sqm Class A1 (shop) use; up to 5 units, each up to 200 sqm, of small flexible units within Classes A1, A2, A3, A4 or A5; a Class A4 or A3 or mixed use Public House/restaurant; a Class C1 hotel; and a Class D1 non-residential institutional use (for example a creche or childrens day nursery); (v) a new community hall; (vi) a Class C3 residential Extra Care Housing facility; (vii) new areas of green infrastructure including amenity green space, allotments and children's play areas; and (viii) a comprehensive suite of other supporting town-wide and site-specific associated infrastructure)</p>

		Cala Homes Phase 6 Willington Down Land at North East Didcot
No objections	P23/S4335/HH	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. 10 Brent Avenue Didcot OX11 7UD
No objections	P24/S0008/HH	Infill rear ground floor extension, loft conversion and front porch. 27 Church Street Didcot OX11 8DQ
No objections	P23/S4338/A	New fascia with internally illuminated KFC letters, internally illuminated box sign and projecting sign. KFC Unit 5A Orchard Centre Didcot OX11 7LJ
Didcot Town Council's Planning and Development Committee has no objections to this application, but it wishes to see the enforcement of the condition which states that plots 4,5,6,7 and 8 will be self-built.	P23/S3270/S73	Variation of condition 2 (approved plans) on application P22/S1415/FUL to permit the phasing of the development and the substitution of drawing numbers (Demolition of maintenance shed and open fronted storage shed, conversion of curtilage listed buildings to create 1 residential dwelling and the erection of 7 dwellings with associated access). (Amended plans received 31 October and 9 November to remove chimney and replace with flue on unit 4 and submission of CIL phasing plan, additional drainage details received 31 January 2024). Down Farm Didcot OX11 6DJ
Didcot Town Council s Planning and Development Committee would like	P24/S0102/HH	Erection of a timber prefabricated single storey granny annexe for ancillary use to the main dwelling (as amended by drwgnos 2175.11.23D.01

to see an inclusion of a planning condition, which states that the proposed annexe remains ancillary.		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) 20 The Croft Didcot OX11 8HR
No objections	P24/S0020/HH	Construct new conservatory and convert existing garage into living area and utility room. 40 Usk Way Didcot OX11 7SQ

228. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

229. To note as listed: Planning Applications withdrawn

The Committee noted the withdrawn applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P23/S4013/HH	Single and two storey extensions. 24 Slade Road Didcot OX11 7AT

230. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

231. To discuss and comment on the findings and proposals from the Neighbourhood Plan team.

Cllr A Jones briefly addressed the Committee regarding his support for the Neighbourhood Plan to be created, citing previous comments made by the Committee regarding various Planning Applications.

Cllr H Macdonald introduced the report, outlining the key areas of interest and the findings gathered by the group.

Cllr H Macdonald then spoke about the depth of the Neighbourhood Plan and explained the proposed recommendation.

Cllr A Hudson spoke against the recommendation, listing the unnecessary costs and burden on Officers as the primary reasons.

Cllr S Cole stated that the vast majority of residents do not usually vote in local referendums, however he had reassured the group that while there were initial concerns regarding the costs, the application for a Neighbourhood Plan can be withdrawn before any money is spent if undue costs arise during the process.

Cllr S Cole also suggested that certain aspects of the Neighbourhood Plan do not have to be made from scratch, as they can be re-used from suitable plans created by other Parishes.

The Planning and Estate Officer relayed some concerns from the Town Council Officers, which included the costings, the need for additional staffing, and the volunteering requirements needed to be met.

Cllr D Macdonald stated that she also had concerns about the total costs of the project, including the need for extra staff, and the uncertainty regarding the volunteers needed.

Cllr D Rouane expressed his support for the proposal for a Neighbourhood Plan and clarified the discussion points made during the meeting.

Cllr H Macdonald summarised the report.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** to **recommend** that the Full Council consider applying for a Neighbourhood Plan, which will cover the Didcot Parish to begin with, but could be extended to the Didcot Area of Influence after consultations with neighbouring Parishes.

5 members agreed, 1 member abstained.

The meeting closed at 21:20

Signed _____

Date _____

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 20th March 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 N Hards
Cllr A Hudson
Cllr J Broadbent

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Cllr A Jones attended as a member of the public.

232. To receive apologies

Apologies were received from Cllr L Hislop.

Cllr J Broadbent substituted for Cllr L Hislop.

No other apologies were received.

Cllr S Nohre was absent.

233. 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.

234. To approve the draft minutes of the meeting held on 6th March 2024
(attached)

Cllr N Hards raised an amendment to minute 216 and asked for the minutes to state that Cllr D Macdonald was a substitute for Cllr N Hards instead of Cllr S Nohre.

Cllr N Hards also asked for minute 220 to be amended to state that the Vale of White Horse District Council has held the planning committee meeting, instead of both District Councils.

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

All members agreed.

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

There were no questions on the minutes.

236. 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)	07/03/2024	OCC	13/03/2024	To inform DTC about the consultation regarding the Proposed Disabled Persons Parking Places.
5b	13/03/2024	SODC	13/03/2024	To inform DTC about South and Vale's proposals for Playing Pitches and Leisure Facilities

It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and **RESOLVED** to defer item 5b to the Properties and Facilities Committee for their consideration.

All members agreed.

The Committee also noted a late item of correspondence regarding the request for change of postal address at Down Farm in Great Western Park, with the suggestion of *Tivoli Gardens* being brought forward.

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to request for the new name to be relevant to the theme of the neighbouring streets.

All members agreed.

237. To note the erection and numbering of 179 new residential dwellings

The Committee noted the erection and numbering of the new dwellings.

238. To discuss and agree on 8 new street name suggestions for Phases 3 and 5a of Ladygrove North

Cllr N Hards suggested that the streets should be named following the theme of the adjacent developments, to ensure that the area remains consistent with the themes previously suggested.

A suggestion of Corbetts was also made if the development is located nearby to the recently named roads with the theme of Scottish mountains.

All members agreed.

239. Applications for certificates of Lawful Development and Information only

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

8a)	Application	P24/S0758/LDP	Busby House Dental Practice 13 Hagbourne Road Didcot OX11 8DP
	Proposal	Insertion of 4no rooflights across two roof slopes to rear of building to create a new room in first floor loft space.	
8b)	Application	P24/S0843/LDP	46 Haydon Road Didcot OX11 7JR
	Proposal	Conversion of loft by hip to gable with rear dormer	

240. To consider as listed: Planning Applications

9a)	Application	P24/S0671/S73	St Edmonds Park Park Road Didcot OX11 8QE
	Proposal	Variation of condition 7 (BREEAM final certificate) on application P21/S2646/FUL (The construction of a new single storey pavilion providing sports changing rooms and a multi-functional community space together with related facilities. External hard and soft landscaping, sports and play equipment, bicycle storage and improved parking arrangements) - to change the implementation from pre occupation to within 6 months of occupation.	
	Response date	22 nd March 2024	
	Agreed response	The Committee did not comment on this application, as it was made by Didcot Town Council.	
9b)	Application	P24/S0325/HH	18 East Street Didcot OX11 8EJ
	Amendment	No. 1 - dated 6th March 2024	
	Proposal	Erection of a 7.5m x 3.5m timber log cabin in the rear garden to be used as an office/leisure room. (As amended by description 06 March 2024.)	
	DTC's previous response	Not Applicable	
	Response date	24 th March 2024	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application, with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee have no objections to this application, but the Committee supports the comments made by the Forestry Officer.</p> <p>(Ref: 260674) All members agreed.</p>	
9c)	Application	P24/S0747/HH	6 Cole Court Didcot OX11 7XL
	Proposal	Erection of first floor side extension.	
	Response date	28 th March 2024	
	Agreed response	<p>It was proposed by Cllr A Hudson, seconded by Cllr H Macdonald, and RESOLVED to submit no objections to this application.</p> <p>(Ref: 260675) All members agreed.</p>	

241. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

242. 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 has no objections to the application; however, they would like to note that the applicant is not a resident, and rather a housing association.	P24/S0245/HH	Construction of two-storey extension to eastern side of property and internal remodelling of existing house. 131 Blackthorn Road Didcot OX11 6EP
Didcot Town Council has no objection to this application with the following comment: The Committee have noted and strongly agree with the comments raised by the Housing Development Team in relation to affordable housing.	P22/S4011/RM	Application for Approval of Reserved Matters for Phase 3 & 5a for 158 dwellings together with associated landscaping and infrastructure further to application P15/S2902/O (as amended by drawings received 31 March 2023, 1 August 2023, 27 November 2023 and 15 February 2024). Phases 3 and 5a Nobel Park Didcot
Didcot Town Council's Planning and Development Committee has concerns regarding the disruption of habitat caused by this development. The Ecology Management Plan states that there will be ecological enhancements. The Committee would like to enquire as to how the enhancements will be	P23/S1270/RM	Reserved Matters submission relating to phase P7 infrastructure comprising link road, drainage, shared footway/cycleway, street lighting, hard and soft landscaping, and other associated engineering works of outline permission P15/S2902/O (Outline planning application with details of the means of access only to be considered for a new and integrated neighbourhood to the northeast of Didcot of up to 1880

<p>made in the area, given that the ecological environment is already high.</p>		<p>homes (with up to 40% being Affordable Housing) and comprising: (i) two new primary schools; (ii) a new secondary school; (iii) a new leisure/sports facility and sports pitches, including a pavillion; (iv) a neighbourhood centre comprising: a 1500 sqm Class A1 (shop) use; up to 5 units, each up to 200 sqm, of small flexible units within Classes A1, A2, A3, A4 or A5; a Class A4 or A3 or mixed use Public House/restaurant; a Class C1 hotel; and a Class D1 non-residential institutional use (for example a creche or children’s day nursery); (v) a new community hall; (vi) a Class C3 residential Extra Care Housing facility; (vii) new areas of green infrastructure including amenity green space, allotments, and children's play areas; and (viii) a comprehensive suite of other supporting town-wide and site-specific associated infrastructure) (as amended by plans and information received 9 August 2023, 17 January 2024 and 13 February 2024).</p> <p>CALA Homes Phase 7 (Infrastructure) Land at Willington Down Didcot</p>
<p>No objections</p>	<p>P24/S0222/HH</p>	<p>Two storey rear extension to detached house. Replacement wider garden gate at rear and new internal garden wall.</p> <p>6 Hazel Gardens Didcot OX11 6DF</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</p>	<p>P22/V0604/RM</p>	<p>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</p>

<p>are healthy enough, and there is no immediate danger from the trees. 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.</p>		<p>works for Phase 1 and 2. An EIA was submitted as part of the approved outline permission (as amplified and amended by information received 16 May 2022, 28 April 2023, 17 August 2023, 4 December 2023, 30 January 2024 and 15 February 2024).</p> <p>Phase 1a Valley Park Land to the West of Great Western Park</p>
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243. 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
<p>The Planning and Development Committee would like to object to this application. The previous application for this development did not show an entrance via Appleford Road. The Committee had concerns regarding traffic and potential issues accessing and exiting the site to and from the busy road. The proposed development seems out of phase and the Committee had concerns regarding access to required and necessary facilities and infrastructure, as the location, by nature, has no connectivity to the town and is isolated. There were also concerns regarding non-deliverance of sustainable transport, as</p>	<p>P23/S0263/FUL</p>	<p>Full planning application for the erection of 37 dwellings including 14 (40%) affordable dwellings with associated landscaping, parking, and access (as amended by drawings received 9 August 2023 and 9 January 2024).</p> <p>Land at Pearith Farm Appleford Road North East Didcot OX14 4PS</p>

there are no planned link ups with existing cycle routes.		
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244. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

245. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

The meeting closed at 19:56

Signed _____

Date _____

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 17th April 2024 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

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

Officers:

A Guzinski (Planning and Estate Officer [minutes])

A representative from Taylor Wimpey attended the meeting.

246. To receive apologies

Apologies were received from Cllr D Rouane.

Cllr A Jones substituted for Cllr D Rouane.

No other apologies were received.

247. 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 N Hards declared an interest on agenda item 10a) – Planning application P24/S0844/HH, 46 Haydon Road, and did not participate in the discussion.

248. To approve the draft minutes of the meeting held on 20th March 2024
(attached)

It was proposed by Cllr A Jones, 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.

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

There were no questions on the minutes.

250. 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)	26/03/2024	SODC	02/04/2024	To inform DTC that planning appeal for application P22/S0557/FUL - 136-138 The Broadway & 3-5 Station Road, Didcot, OX11 8RJ has been dismissed.

251. To note the conversion of a barn to 1 residential dwelling and erection of 7 residential dwellings.

The Committee noted the conversion of a barn to 1 residential dwelling and the erection of 7 new residential dwellings.

252. To note the erection of two new residential dwellings

The Committee noted the erection of two new residential dwellings.

253. To note the erection of a new pavilion

The Committee noted the erection of a new pavilion.

254. Applications for certificates of Lawful Development and Information only

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

9a)	Application	P24/S0812/PDH	123 Park Road Didcot OX11 8QS
	Proposal	Proposed single storey rear extension following demolition of existing rear elements. Depth: 5 metres, Height: 3 metres, Eaves: 2.95 metres	

255. To consider as listed: Planning Applications

Agenda item 10c) - *P24/V0470/RM, Phase T2b Dahlia View Valley Park* will be moved out of order to allow the representative from Taylor Wimpey to address the Committee. The representative addressed the Committee and followed on with a question-and-answer session.

The Committee had a few concerns regarding the removal of a hedge, which was not permitted in the outline planning permission.

The representative explained that the hedge was removed due to human error, and plans were being submitted to reinstate the hedgerow by October 2024.

The Committee also had concerns regarding the sewage network being overloaded and potentially not completed prior to occupation.

The representative explained that Thames Water has submitted their comments on both the outline application and the reserved matters application, with no objections being raised, as the area is within the catchment area.

The Committee decided to object to the application, on the grounds that there was no documentation in the *reserved matters* for the *layout, appearance, scale, and landscape* to show a condition regarding the hedge and the sewage network being completed prior to occupation.

10c)	Application	P24/V0470/RM	Phase T2b Dahlia View Valley Park Didcot
	Proposal	Reserved Matters for Phase 2Tb (Dahlia View) of Outline Planning Permission P14/V2873/O for layout, appearance, scale, and landscape, comprising 284 new homes with associated infrastructure	

		and 35% affordable housing. An Environmental Statement was submitted with the outline application.
	Response date	18 th April 2024 (extended from 11 th April 2024)
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr A Hudson, and RESOLVED to object to this application with the following comments : Didcot Town Council’s Planning and Development Committee would like to see a condition prohibiting the occupation of any household prior to the sewage network being completed. The Committee would also like to see a condition to replace or reinstate the hedgerow, which was removed without permission, before the end of the growing season, and to mitigate any wildlife losses. The Committee requests a revised application to reflect those conditions. (Ref: 261743) All members agreed

The remaining applications were discussed in order.

Cllr N Hards excused himself from the discussions.		
10a)	Application	P24/S0844/HH 46 Haydon Road Didcot OX11 7JR
	Proposal	Demolition of existing rear single storey extension, construction of new single storey side and rear extension. (Amended Certificate of Ownership received 3 April 2024).
	Amendment	No. 1 - dated 3rd April 2024
	Response date	25 th April 2024
	Previous comments	N/A
	Agreed response	It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 261735) All members agreed.
Cllr N Hards rejoined the discussions.		
10b)	Application	P24/S0862/HH 1 Samor Way Didcot OX11 8RE
	Proposal	Air Source Heat Pump installation to be completed to the rear of the property, underneath the kitchen window.
	Response date	18 th April 2024 (extended from 7 th April 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: 261736) All members agreed.
10d)	Application	P24/S0854/FUL 95 Wantage Road Didcot OX11 0AF

	Proposal	Demolition of part of existing day hospital and the erection of 2 detached supported living units, associated support & staff unit and associated parking and external works.	
	Response date	18 th April 2024 (extended from 13 th April 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: 261737) All members agreed.	
10e)	Application	P24/S0201/HH	1 Tavistock Avenue Didcot Oxon OX11 8NA
	Proposal	Erection of a two-storey rear extension.	
	Response date	18 th April 2024 (extended from 13 th April 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: 261738) All members agreed.	
10f)	Application	P24/S0880/HH	1 Juniper Way Didcot OX11 6AA
	Proposal	Single storey side extension with x1 skylight installed, garage conversion with x2 sun tunnels, new dark composite cladding to front elevation and porch, timber columns with cladding supporting canopy, new timber trellis proposed along the top of the existing brick wall, and changes to the fenestration.	
	Response date	18 th April 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: 261739) All members agreed.	
10g)	Application	P24/S1005/HH	35 Queensway Didcot OX11 8LY
	Proposal	Two storey front extension, single and two storey extensions to the rear.	
	Response date	18 th April 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 261740) All members agreed.	
10h)	Application	P24/S1012/HH	3 Elbourne Didcot OX11 0BL
	Proposal	Two-storey side annex with two storey rear extension, minor opening changes to front facade.	
	Response date	23 rd April 2024	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr A Jones, and RESOLVED to submit no objections with the following comments : The Committee noted that this development will require some trees to be removed, and therefore the Committee would like to see a condition to ensure that there is no net loss in biodiversity. (Ref: 261741)	

	All members agreed.
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256. To note as listed: Planning Appeals.

The Committee noted that no planning appeals were received.

257. 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/S3495/HH	Demolition of existing garage, construction of two bay garage with room over the top. Single storey rear extension. (as amended by plans received 7 February 2024). 5 Yare Close Didcot OX11 7QB
No objections	P24/S0058/HH	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 rooflights. Erection of a timber framed double garage to the front of the property with gable roof. 21 Ingrebourne Way Didcot OX11 7UP
No objections	P24/S0424/HH	Installation of a new air source heat pump to the rear of the garage within the back garden. 32 Reed Street Didcot OX11 6FL
No objections	P24/S0490/LB	To replace an unused (and rotting) rear door with a window. 125 Lydalls Road Didcot OX11 7EA
No objections	P24/S0497/FUL	The removal of a section of the boundary wall to the maisonettes, the removal of soil and the construction of

		a driveway made of concrete runs and shingle. 21 Barnes Close Didcot OX11 8JN
Didcot Town Council's Planning and Development Committee would like to point out that the location of the bays could impede the flow of traffic, as they are located on a busy stretch of the road leading out of the car park, and cars would be most likely reversing into those bays.	P24/S0618/FUL	Replacement of 19 standard car parking bays with 12 EV charging bays with associated equipment including substation, feeder pillar and charging units. Orchard Centre Car Park Hitchcock Way Didcot OX11 7LL
No objections	P24/S0166/FUL	Demolition of garages/conservatory. Extension and renovation of existing dwelling and erection of a new dwelling. (As amplified by additional information received 11 March 2024 and amended plans received 26 March 2023) 72 Abbott Road Didcot OX11 8HY
No objections	P24/S0515/HH	Single storey side extension. 5 Nene Grove Didcot Oxon OX11 7QW
No objections	P24/S0364/FUL	Proposed conversion of building into a duplex apartment. 206 Broadway Didcot OX11 8RN
No strong views	P21/S0242/FUL	Retrospective erection of landscape bunds and reprofiling of bunds. (As amended by plan received 14 December 2022). Phase 1 a Great Western Park Sir Frank Williams Way Great Western Park Didcot
No objections	P23/S1805/RM	Reserved Matters application pursuant to Outline Planning Permission (P15/S2902/O) in respect of the provision of access between the proposed Didcot Neighbourhood

		<p>Centre and the A4130. Discharge of Conditions 20 (Landscape and Ecology Management Plan, 26 (Foul and surface water drainage and ground levels) 28 (Design and construction of vehicular, cycle and pedestrian access crossings) 29 (Footpaths, vehicular, cycle and pedestrian accesses, driveways and turning areas), 30 (Arboricultural Method Statement), 31 (Landscaping), 37 (Lighting) relating to Outline Planning Permission P15/S2902/O on these reserved matters. (As amended by plans and information received 23 August 2023, 28 November 2023, plans received 23 January and 5 March 2024 and as amplified by additional information received 21 March 2024).</p> <p>Land North East of Didcot Didcot</p>
<p>No objections</p>	<p>P24/S0534/S73</p>	<p>Variation of condition 2 (approved plans) on application P21/S4174/FUL (Erection of two storey building comprising 5 one bed apartments, 1 three bed apartment, 1 four bed apartment and staff room - use class C3 for adults with learning and physical disabilities with on-site care provided) - to update drawings in line with energy statement.</p> <p>Calnan Bros Butchers 5 Hagbourne Road Didcot OX11 8DP</p>

258. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

259. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

260. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

261. To discuss the Flood Resilience proposals (Cllr D Rouane)

In the absence of Cllr D Rouane, the Committee deferred this item to a future meeting.

The meeting closed at 20:58

Signed _____

Date _____

DRAFT

Planning and Development Committee

Recommendation to full Council meeting on 14th May 2024

Report author: Lucy Blake



Recommendation Minute 231

The extract of Minute 231 follows:

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** to **recommend** that the Full Council consider applying for a Neighbourhood Plan, which will cover the Didcot Parish to begin with, but could be extended to the Didcot Area of Influence after consultations with neighbouring Parishes.

5 members agreed, 1 member abstained.

Background

The Committee has discussed the idea of implementing a Neighbourhood Plan over various meetings. Whilst there have been concerns regarding costs associated with this implementation, the need of additional staff, and volunteers, members of the Planning and Development Committee resolved to recommend that Full Council consider this plan.

Recommendation

To consider applying for a Neighbourhood Plan.

Lucy Blake
Deputy Town Clerk

Didcot Town Council

Finance and General Purposes Committee

25th March 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 J Loder
Councillor J Broadbent

Officers:

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

167. Apologies

Apologies were tendered by Cllr D Aragao.

168. Declarations of interests

No declarations were made.

169. To approve the Minutes of the Finance & General Purposes Committee meeting held on 26th February 2024

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

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

Cllr T Worgan asked about the commencement of the grass verge cutting. The Deputy Town Clerk confirmed that this would start early April and that the Outdoor

Services Manager is due to meet with the company to decide whether a ‘double cut’ is needed for the first cut of the year. It was also confirmed that the initial cut would include all areas, after this Cllrs could suggest which verges would benefit from being left ‘wild’. Maps of the verges could be sent to Cllrs via SharePoint.

Cllr T Worgan also asked about the commencement of the Splash Park project. It was confirmed that the long lead items had been ordered by The Splash and work would start shortly. Some features had been ‘swapped’ out of the design to ensure maximum play value.

The Town Clerk informed members that DCK are currently working on re-coding the cost centres and will meet with the Town Clerk and Deputy on 26th March 2024 to discuss the on-going work.

171. To consider a grant application from the KADCC

The Committee considered the KADCC application for £5,200 to help towards the running costs of the community building. The Committee were keen to support this well-used community facility, but members were concerned over the future running costs. It was agreed that the grant scheme could not be used as a regular contribution and the building may have to look at increasing hire fees to make the venture viable.

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and RESOLVED to award the full £5,200 to KADCC (to be taken from the 2024-2025 budget). All members agreed.

172. To approve the final figures for February 2024 accounts

The Chair paged through the figures.

Cllr J Broadbent noted that the bank charges (105/1152) and Accounting Support (105/1159) figures are over budget. The Town Clerk explained that the Town Council is charged for every transaction it makes and by implementing one-off projects such as the Medium-Term Business Plan has meant the specific cost centres may go over budget. However, the ‘Corporate Management’ centre as a whole, is under budget. This is partly due to the interest accrued on the CCLA bond.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the final figures for February 2024. The vote was unanimous.

173. To receive the budget papers for 2023-2024 with some of March 2024 figures

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

The Town Clerk explained that although the Council has some payments due to be made, it is anticipated that the end of year figures would be higher than previously expected, which could potentially mean a further boost to the Council’s general reserves.

It was RESOLVED to note the budget papers for 2023-2024 with some of March's figures. Suggestions for virements could be discussed at the next meeting of the Finance and General Purposes Committee, with any recommendations to be considered by Full Council.

174. To receive the interim internal auditor's report

Cllr N Hards noted the recommendations made by the internal auditor and asked the Town Clerk if steps have been taken to address these.

The Town Clerk confirmed that the Civic Hall booking procedures are currently being reviewed for regular hirers, to make the system simpler, and that frequent stock counting is being undertaken.

It was proposed by Cllr T Worgan and RESOLVED to receive the internal auditor's report. All members agreed.

175. To receive the Edmonds Park Community & Sports Pavilion – cost report 10 – and tracker of final payments

The Committee RESOLVED to receive the documents. The Town Clerk confirmed that the final project cost was £2,154,726.47 (ex VAT) – within budget.

Cllr N Hards wanted to congratulate all those involved with the management and deliverance of the project which ensured the building was completed within budget and with minimal delays, especially during the recent storms.

It was proposed by Cllr N Hards, seconded by Cllr T Worgan, and RESOLVED to submit a motion to Full Council to officially congratulate all those involved with delivering the project in budget and with limited delays. All members agreed.

175. To agree the Signatories for third party funding agreements

The Committee considered the report.

It was proposed by Cllr G Ryall, seconded by Cllr G Roberts, and RESOLVED to agree for the Chair of the Finance and General Purposes Committee and the Town Clerk to act as signatories to any third-party funding agreements. In their absence, the Deputy Chair of the F&GP Committee and the Deputy Town Clerk could sign on their behalf. The vote was unanimous.

176. To review the progress report

The Committee reviewed the report.

It was confirmed that no response had been received by Restore to the Town Clerk's invitation to attend a meeting of the Finance and General Purposes Committee to discuss their future plans. Concerns were expressed about the usage of the allotment land at New Road. The Town Clerk will again contact Restore and invite them to a Committee meeting.

The Town Clerk confirmed that there had been no progress on the community building, North Brook Community Centre, although the Estate Manager had tried to contact the developer.

177. 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.

178. To approve a quote for 64 hanging baskets at a cost of £82 each including watering - £5,248 per year + VAT

The Committee considered the report and noted that the cost was an increase on the previous year. The Town Clerk explained that investigations would be had for suppliers for the basket, for the next financial year.

It was proposed by Cllr J Broadbent, seconded by Cllr T Worgan, and **RESOLVED** to accept the quote of £5,248 (ex VAT) for 64 hanging baskets from Windowflowers Ltd. The vote was unanimous.

The meeting closed at 8.51pm.

Signed: _____(Chair)

Date: _____

Didcot Town Council

Finance and General Purposes Committee

22nd April 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 D Aragao
Councillor G Ryall
Councillor J Loder
Councillor J Broadbent
Councillor L Hislop

Non-voting members:

Councillor A Jones

Officers:

Mrs L Blake – Deputy Town Clerk (DC)
Mr S Mundy – Estate Manager (EM)
Mr M Blake – Outdoor Services Manager (OSM)

179. Apologies

Apologies were tendered by the Town Clerk and Cllr N Hards.
Cllr L Hislop attended as a substitute.

180. Declarations of interests

No declarations were made.

181. To approve the Minutes of the Finance & General Purposes Committee meeting held on 25th March 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.

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

There were no questions.

183. To approve the final figures for March 2023-2024

The Committee considered the figures.

Councillors thanked the Estate Manager and his team for their work on Willowbrook which meant the annual income had exceeded the estimated income for the year, even though the centre is only open less than 50% of the time.

Cllr J Broadbent asked how the figures would have differed if the Finance and General Purposes Committee had awarded the full amount of Grant Aid to applicants throughout the 2023-2024 financial year.

- *The final Grant Aid figure, as of 31st March 2024, was £49,684 (as Abingdon Bridge wanted their £4,200 grant paid out of the 2024-2025 financial year – originally had asked for £5000). Had the Committee resolved to approve the full application amounts, the total spend on Grant Aid for the 2023-2024 financial year would have been £51,084.30.*

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the final figures for March 2023-2024. The vote was unanimous.

184. To review the amendments to the financial regulations

Members reviewed the suggested amendments and noted that the National Association for Local Councils was updating the Financial Regulations this summer. A further review of the regulations will be needed later in the year.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to accept the suggested amendments and recommend their adoption to Full Council. The vote was unanimous.

Cllr T Worgan noted that the Citizens Advice grant awarded at the 18th December 2023 meeting, was over £10,000. This should have been subject to ratification by resolution of the Full Council, but this had been omitted. However, the minutes of the Finance and General Purposes Committee were formally accepted by Full Council at the meeting on 8th January 2024.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED for this to be formally minuted at the next Full Council meeting. The vote was unanimous.

185. To review and approve the Strategic Risk assessments

The Committee reviewed the Strategic Risk Assessments. It was proposed by Cllr G Ryall, seconded by Cllr J Loder, and RESOLVED to approve the Strategic Risk Assessments. The vote was unanimous.

186. To receive the Edmonds Park Community & Sports Pavilion – cost report 10 – and tracker of final payments

The Committee RESOLVED to receive the documents. The estimate of the construction cost is £2,196,898 and the overall project cost is £2,307,060. There is a contingency balance of £92,940 out of the total authorised expenditure of £2.4m.

It was discussed that an official open day could be arranged for the start of the summer holidays to coincide with the opening of the Splash Park. This could be discussed at the next Property and Facilities Committee meeting.

Cllr G Ryall asked about the progress with the removal of debris left behind following the construction. It was confirmed that the EM was meeting with staff from both Life and Ridge on Wednesday 24th April and an update of the meeting would be sent to Committee members.

187. To consider the tender returns for the Teen Play Provision at Edmonds Park and approve the successful company

The Committee considered the eleven quotes received for the new teen play area in Ladygrove and were impressed with the quality of tender returns. Many submissions met the brief, but some did seem more catered to younger children. Almost all the quotes received were within budget and a few offered something completely new for the area.

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to recommend Full Council accept the quote from company eight, for the value of £46,840.94 (ex VAT). The vote was unanimous.

It was proposed by Cllr D Aragao, seconded by Cllr L Hislop, and RESOLVED to allow Officers to apply for s106 monies for this project. The vote was unanimous.

188. To consider a potential new project for Edmonds Park – the installation of a new sandpit, and the recommendations to the Committee

The OSM presented the report on a potential new sandpit project for Edmonds Park, to be located in the fenced in section adjacent to the young children's play area. This sandpit would be created similar to the one installed by the outdoor team in Ladygrove Park.

Members liked the concept and preferred the 'Fishing Boat' as the centre piece. The project overall would cost approximately £9,187.00 (ex VAT).

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to recommend the project be approved to Full Council in May, on the condition that Officers could confirm the correct cost centre and budget for this project. The vote was unanimous.

- *It was noted following the meeting that the capital project cost for the construction of the sandpit, could be taken from EMR 338 Play Areas (£4,135) and EMR 334 Community Projects (£66.58).*

The installation of the Fishing Boat could be undertaken later in the financial year.

189. To note the CIL for April 2024 of £7,610.83

The Committee noted the £7,610.83 of CIL for April 2024.

190. To consider the purchase of a new Floor Scrubber for the Civic Hall

The EM presented the report on the purchase of a new floor scrubber for the Civic Hall. He explained that a cordless, battery-operated piece of equipment would be more beneficial for the Civic Hall, due to the limited number of electrical sockets in the main hall. The original leaded scrubber at the Civic Hall, would be transferred to the new pavilion.

It was proposed by Cllr T Worgan, seconded by Cllr L Hislop, and RESOLVED to accept the quote of £1919.86 from Company A, Seldrums, for a new battery-operated floor scrubber for the Civic Hall. The vote was unanimous.

- *It was noted after the meeting that the cost for this purchase would be taken from cost centre 401/4020 'Cleaning and Hygiene'.*

191. To consider the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of the open green spaces and make a recommendation to Full Council

The OSM presented the report on the purchase of the Wessex CRX to the Committee following a demonstration with the equipment earlier in the month in which some Councillors attended. He explained that the Wessex could be used alongside the tractor more efficiently, reducing the time, the manpower and fuel needed to cut the Town Council's open spaces. Operators would also be able to continue to cut in the rain, due to the tractor being enclosed (the current ride on mowers are not enclosed).

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to recommend the purchase of the Wessex to Full Council, provided the cost centre could be confirmed. The vote was unanimous.

- *It was noted after the meeting that purchasing the Wessex CRX 320 on Hire Purchase over 60 months would cost the Town Council £4,664.60 in a deposit and admin fee, and £469.77 a month. The deposit could come out of cost centre 199/4902 'Capital Projects – Groundskeeping Equipment' with the monthly payments coming from 300/4045 'Machinery Costs'.*

192. To review the progress report

The Committee reviewed the report.

It was confirmed that the grass verge maps would be made available to Councillors to view, at a day and time to be arranged. Members asked for a statement to be added to the website to invite residents to comment on what areas needed cutting and which areas could be left 'wild'. It was suggested that they be given three weeks to submit comments.

193. 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.

194. To review the up-date on the CCTV cameras and options for additional cameras

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and **RESOLVED** to accept option one and defer the decision on option two to the next meeting of the Committee so that costings could be presented. The vote was unanimous.

195. To consider the future use of Willowbrook Leisure Centre

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and **RESOLVED** to defer this item to the next meeting of the Committee so that Officers can present a more detailed report on running the building in-house and Newbury College could provide the Committee with confirmed commitments regarding their proposal. The vote was unanimous.

196. Up-date on the Ladygrove East development

The Committee noted the update and endorsed the comments made by the Town Clerk.

The meeting closed at 9.12pm.

Signed: _____ (Chair)

Date: _____

Finance and General Purposes Committee

Recommendation to full Council meeting on 14th May 2024

Report author: Lucy Blake



Recommendation Minute 184 – To formally minute the £11,000 grant awarded to Citizens Advice

The extract of Minute 184 follows:

Cllr T Worgan noted that the Citizens Advice grant awarded at the 18th December 2023 meeting, was over £10,000. This should have been subject to ratification by resolution of the Full Council, but this had been omitted. However, the minutes of the Finance and General Purposes Committee were formally accepted by Full Council at the meeting on 8th January 2024.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED for this to be formally minuted at the next Full Council meeting. The vote was unanimous.

Recommendation

That the Council formally minute the £11,000 grant awarded to Citizens Advice at the meeting of the Finance and General Purposes Committee meeting on 18th December 2023.

Lucy Blake
Deputy Town Clerk

Finance and General Purposes Committee

Recommendation to full Council meeting on 14th May 2024

Report author: Lucy Blake



Recommendation Minute 185 – To approve the Strategic Risk Assessments

The extract of Minute 185 follows:

185. To review and approve the Strategic Risk assessments

The Committee reviewed the Strategic Risk Assessments. It was proposed by Cllr G Ryall, seconded by Cllr J Loder, and RESOLVED to approve the Strategic Risk Assessments. The vote was unanimous.

Recommendation

Due to the need of the Council to update the Strategic Risk Assessment every year for compliance with the audit, it is the Finance and General Purposes Committee's recommendation that full Council adopt the Strategic Risk Assessment.

- The Strategic Risk Assessment is attached to this report

Lucy Blake
Deputy Town Clerk

Strategic Risk Assessment 2024 - 2025



Presented at the meeting of Finance and
General Purposes Committee on
22nd April 2024

Prepared by:
Mrs J Wheeler
Didcot Town Council
Town Clerk



1. Summary

To receive, consider and adopt the Strategic Risk Assessment Review for the year.

2. Background Information

Council is required to update the risk assessment every year for compliance with the audit. The risk assessment MUST be presented and approved at the Finance and General Purposes Committee meeting and then presented to the full Council.

The strategic risk focuses on the over-arching risks facing the Council. The register assists the Councillors to direct resources and plan the strategic direction of the Council. This register is also used by staff to identify operational risks arising from Council decisions.

3. Detailed consideration

Please see the attached sheets.

4. Recommendation

The Committee is invited to note the Strategic Risk Assessment Review for the current year and the general risk assessment reports subject to any further comments from Members.

5. Future Growth of the Town and the Town Council

There are a few new risks this year and the aim is to add to this table as the Town Council grows. The sections are:

- 1 – Personnel – staff skills; Councillor decisions
- 2 – Crisis Management
- 3 – Finance & financial matters
- 4 – Facilities and assets
- 5 – Public



Register Guidance table.

ID	A unique reference number to easily identify each risk
Risk Description	A text description of the risks
Owner	The initials or full name of the business risk owner
Impact Description	Describe the impact should the risk occur
Before Mitigation: Probability	Enter the Probability value 1-5, where: 5 = Almost Certain 4 = Likely 3 = Moderate 2 = Unlikely 1 = Rare
Before Mitigation: Impact	Enter the Impact value 1-5, where: 5 = Extreme 4 = Major 3 = Moderate 2 = Minor 1 = Insignificant
Before Mitigation: Priority	A traffic light value (Red, Amber, or Green) will be calculated from the values entered against Probability and Impact
Mitigation Description	A text description of the mitigations/controls

Scoring Guidance

Probability		Description
5	Almost certain > 60% - < 80%	No strategy or current strategy will resolve this issue, Alternatives will be required, mitigation actions urgently to be done.
4	Likely > 40% - 60%	Current strategy will probably not resolve this issue. Alternatives will be required, mitigation actions needed.
3	Moderate > 20 to 40%	Current strategy may not resolve this issue. Alternatives may be required; mitigation actions are to be considered.
2	Unlikely > 5 to 20%	Current strategy should resolve this issue.
1	Rare 5% or less	Current actions are in order. Issue can be resolved quickly and easily.

Impact		Description
5	Extreme	Unacceptable, operational failure
4	Major	Loss of operational capability
3	Moderate	Remedial action required
2	Minor	Limited operational impact
1	Insignificant	Minimal operational impact

		Insignificant	Minor	Moderate	Major	Extreme
		1	2	3	4	5
Rare	1	Green	Green	Green	Green	Amber
Unlikely	2	Green	Green	Amber	Amber	Amber
Moderate	3	Green	Amber	Amber	Amber	Red
Likely	4	Green	Amber	Amber	Red	Red
Almost Certain	5	Amber	Amber	Red	Red	Red



Risk Register & Mitigation

ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Before Mitigation			Mitigation Description	Post mitigation	Opn Clsd Ognng
					Prob	Impact	Priority			
1	Over reliance on individuals. Skills shortage through: Resignations; By-elections	R	F&GP and Personnel Committee Councillors Town Clerk/RFO Deputy Town Clerk/Senior Managers	Resignation of any member of the senior team could mean staff review to define replacement of skills. Deputy Town Clerk appointed.	3	3	9	<ul style="list-style-type: none"> Improve documentation and filing procedures, knowledge management, Actively encourage team working and deputizing. Restructure to spread the risk. Improve team working, introducing staff meetings and training. 	9	Open
2	Skills and capacity do not match complexity of organization; assets and facilities	R	Council/Personnel Town Clerk, Deputy TC Outdoor Services Mgr Estate Manager	Continue to develop in-house training programme. Individual staff programmes to link with appraisals. In-house development of all staff	3	3	9	<ul style="list-style-type: none"> Increased operational delegation. Appraisals and training programme to improve skills. More staff inclusion on projects. Review impact of new projects on staff time. Review the needs as Didcot expands and more assets come to DTC Internal promotion where appropriate to keep the best skills in-house. 	9	Open
3	Serious litigation – public contract ; employee; public	R	Council/Personnel Town Clerk, Deputy TC Outdoor Services Mgr Estate Manager	3 year insurance policy; HR consultant – new last year; risk academy programme rolled out; more staff meetings including evening staff	3	3	9	<ul style="list-style-type: none"> Insurance reviewed annually; risk assessment and H&S system evolving; employee training; employment contracts and HR training. Expand the risk academy and training for all staff; Town Clerk to keep up with HR changes and work with consultants. 	2	Open
4	Ultra Vires – Council acting without the power	R	All Councillors Town Clerk All staff	Qualified Town Clerk and Deputy TC. Council has GPC. Cllrs encouraged to attend OALC training. Estate Manager now NEBOSH certified.	1	1	1	<ul style="list-style-type: none"> Current Town Clerk has the General Power of Competence. Terms of reference for Council committees and a schedule of delegation. GPC MUST be on the first agenda after an election. Lasts for whole electoral term even if Clerk leaves. Deputy TC also has CILCA. 	1	Open
5	Statutory non-compliance and risk of corruption	R	All Councillors All staff	Control measures in place and to be reviewed following election. Training for members and staff from OALC, SLCC or the Town Clerk. OALC offering refresher training for members.	2	1	2	<ul style="list-style-type: none"> Councillors must abide by the Code of Conduct adopted by DTC. Transparency for staff and Cllrs in all matters. Ensuring that decisions are recorded in the minutes. Standing Orders and Financial Regulations set the basis for strong DTC management. Internal audit reports review these measures. 	1	Open
6	Emergency crisis – destruction of operational buildings; pandemic/ major incident within Didcot	R	All Councillors All staff	Plans need to be reviewed annually. DTC staff can work from home using cloud technology. Local staff able to get to Council offices in an emergency.	2	1	2	<ul style="list-style-type: none"> Events which are unlikely to be covered by DTC insurance. Emergency business continuity plans in place for DTC – need review. Emergency planning to keep public buildings open for public and emergency services. Investigate Cyber insurance. Speak to IT contractor to get Disaster Recovery in place as quickly as possible. 	1	Open



ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Prob	Impact	Priority	Mitigation Description	Post mitigation	Opn Clsd Ogn
7	IT failure	R	All Councillors All staff	Full remote access for staff. Cloud access to emails for Councillors	3	3	9	<ul style="list-style-type: none"> Cloud technology means little likelihood of loss. Payroll and staff records out-sourced. Stronger mitigation is needed in the event of an outage. Review emergency plans for outages. Cyber insurance to be added in 2024 	2	Open
8	Destruction general manual records – critical records – cemetery and legal matters	R	Town Clerk Outdoor Services Manager Deputy Town Clerk	Computer back-ups stored in cloud. Cemetery information storage to be improved in 2024.	2	1	2	<ul style="list-style-type: none"> Review of filing systems to ensure fire safety. Scanning where possible. Investigating a system for electronic storage of cemetery records. Strength fire risk procedures. Ensure easy access to records in the event of a disaster 	1	Open
9	Inadequate commitment/resources to maintenance of existing assets	R	All Councillors (especially F&GP Committee) Town Clerk/RFO All senior managers	Medium term finance plan to assist with future asset management. External training for Councillors to understand how the funds should be used and the difference between capital and revenue funds.	2	3	6	<ul style="list-style-type: none"> Budget scrutiny monthly; monthly F&GP meetings; monthly reconciliations. Intensive programme of H&S repairs carried out. Medium term finance plan revised annually to leave DTC financially robust 	2	Open
10	Change in Government policy – autonomy of parish councils – future cap on precept capability	R	All Councillors Town Clerk/RFO All senior managers	Budget for possible precept capping in the future. Use medium term finance plan to ensure that facilities can operate.	3	3	9	<ul style="list-style-type: none"> No capping controls at present on precept. Strive for a balanced budget but ensure reserves are at 3-4 months expenditure at the end of the financial year. Careful management of accounts will ensure facilities continue. Capital projects may have to be funded by grants or outside sources. 	2	Open
11	Failure to set, notify and collect the precept	R	All Councillors Town Clerk/RFO	Timetable should ensure that deadlines are met. SODC send reminders.	1	1	1	<ul style="list-style-type: none"> Budget timetable set in summer for autumn cycle of Committee meetings. Budget approved and precept set before Christmas for approval at Full Council in January. Sent off to SODC. Legal deadline is early March but SODC start chasing in early January! 	1	Open
12	Over-reliance on investment income	R	Town Clerk/RFO	Monitor investments to ensure best value.	2	1	2	<ul style="list-style-type: none"> Investment policy review every two years. Low risk investments should be used. 	1	Open
13	Operational income and expenditure; monitor general reserves	R	Full Council F&GP Committee Town Clerk/RFO All senior managers	Monthly financial reviews. 4 monthly budget setting process. Unbudgeted expenditure should either be from ear-marked reserves or identified cost Centre with capacity	3	3	9	<ul style="list-style-type: none"> Clearly identified one off (new) projects. Continuous financial planning and budgeting. Continue to scrutinize and take prudent decisions with public money. 	6	Open
14	Salaries – incorrect rate paid; incorrect deductions; NI; income tax and pensions.	R	F&GP Town Clerk/RFO Deputy Town Clerk Internal auditor	New tax tables annually. Town Clerk checks payroll. Senior Managers check casual and overtime hours.	2	1	2	<ul style="list-style-type: none"> Contracted out payroll - less risk of error. Unity bank now allows Councillors to approve payments before they go out. Town Clerk to keep a constant review of employment legislation. Greater financial support through out-sourcing. Greater scrutiny from Councillors. 	1	Open
15	VAT and VAT charged on sales and purchases – monthly returns	R	All Councillors Town Clerk/RFO All staff	Strong internal controls and three internal auditor visits. Payments approved by RFO and members.	2	1	2	<ul style="list-style-type: none"> Robust monitoring and scrutiny Multiple officer involvement along with F&GP Committee. Transparency using DTC website. 	1	Open



ID	Risk and Opportunity Description	Risk or Opportunity	Owner	Impact Description	Prob	Impact	Priority	Mitigation Description	Post mitigation	Opn Clsd Ogn
16	Fraud	R	All Councillors Town Clerk/RFO All staff	Strong internal controls and three internal auditor visits. Payments approved by RFO and members.	1	1	1	<ul style="list-style-type: none"> Robust monitoring and scrutiny of financial processes. Multiple officer involvement along with F&GP Committee. Transparency using DTC website. 	1	Open
17	Unregistered land – unable to complete transactions; adverse possession; loss of title	R	All Councillors Town Clerk All Senior Managers	Policy relating to land disputes. Possible legal action via F&GP Committee.	3	3	9	<ul style="list-style-type: none"> Program of registration; scanning and indexing of records. Check all Council property is registered. Monitor to stop adverse possession risk. 	2	Open
18	Misuse of Council property – lost or damage to property	R	Outdoor Services Manager/Estate Manager	Monitor outdoor spaces with regular inspections. Plan maintenance. Review insurance contents.	3	3	9	<ul style="list-style-type: none"> Police to inform DTC of anti-social behaviour near Council property or outside spaces. Liaison with PCSOs to assist awareness. Estate inspections and building inspections 	2	Open
19	Injury to persons or property caused by falling branches and trees	R	Environment and Climate Committee; Outdoor Services Manager; Town Clerk	Dangerous trees to be immediately be made safe. Continuous monitoring of DTC trees – near footpaths, roads and property.	3	3	9	<ul style="list-style-type: none"> Regular tree surveys to record the health of trees. Tree protection orders (TPO) Review tree survey programme. Ensure a budget to carry out emergency and regular works. Action plan for storm damage. 	9	Open
20	Unauthorised access to Council-owned property	R	Senior Managers Town Clerk All Councillors	Knowledge of traveller movement from other Councils and Clerks. Ask OCC officers to engage asap. Keep public informed.	3	3	9	<ul style="list-style-type: none"> Risk to be considered by staff and action plan put in place for different parks. Any engagement should be kept to a minimum to let the trained OCC Officers and Police to engage. Clean up operation may be needed and repairs. 	9	Open
21	Damage to DTC property – parks and buildings	R	Town Clerk and senior managers	Ensure insurance policy covers most risk. Keep CCTV up-dated and locks to parks renewed periodically.	3	3	9	<ul style="list-style-type: none"> Risk to be considered by staff and action plan put in place for different facilities. Continual improvement of safety measures. Making sure enough staff can cover the indoor spaces at all times. 	2	Open
22	Claims from the public – injury, damage, litigation	R	Senior Managers Town Clerk	Regular checks and records helps to reduce risk of negligence. New processes being developed to strength the care of the buildings.	2	1	2	<ul style="list-style-type: none"> Annual insurance review. Improved H&S inspection programmes; Training for staff. Playground checks recorded. Building checks recorded. Processes for continual monitoring to pick up issues early and keep the buildings compliant 	2	Open

Initial Review Date: April 2024

Review Janet Wheeler. Changes recorded below on the last page.

Next Review Due: Twelve monthly reviews completed at the F&GP meeting. (April 2025)



Strategic Risk Assessment Changes

Page 7 of 7

This page is used for issue numbers and notes on changes made	
Risk No	Description of Change
22	New risks identified and added to the Risk Assessment. Example.
	New Pavilion – Edmonds Park
	Splashpark facility – Edmonds Park
	Community events and volunteering
	Possible new facilities at Willowbrook Leisure Centre



Finance and General Purposes Committee

Recommendation to full Council meeting on 14th May 2024



Report author:

Recommendation Minute 187 – To approve company 8 as the contractor for the construction and installation of a new teen play area at Edmonds Park

The extract of Minute 187 follows:

187. To consider the tender returns for the Teen Play Provision at Edmonds Park and approve the successful company

The Committee considered the eleven quotes received for the new teen play area in Ladygrove and were impressed with the quality of tender returns. Almost all the quotes received were within budget and a few offered something completely new for the area.

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to recommend Full Council accept the quote from company eight, for the value of £46,840.94 (ex VAT). The vote was unanimous.

Recommendation

That the Council ratifies the Finance and General Purposes Committee's decision to accept the £46,840.94 (ex VAT) quote from company eight, Proludic, for the construction and installation of the new teen play area in Edmonds Park.

- *£33,221 in s106 monies have been applied for, specifically for this project. Full Council previously approved an additional £17,000 to increase the total project budget to £50,000.*

Lucy Blake
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Finance and General Purposes Committee

Recommendation to full Council meeting on 14th May 2024



Report author: Lucy Blake

Recommendation Minute 188 – To approve a new project for Edmonds Park – the installation of a new sandpit

The extract of Minute 188 follows:

Members liked the concept and preferred the 'Fishing Boat' as the centre piece. The project overall would cost approximately £9,187.00 (ex VAT).

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to recommend the project be approved to Full Council in May, on the condition that Officers could confirm the correct cost centre and budget for this project. The vote was unanimous.

- *It was noted following the meeting that the capital costs for the construction of the sandpit amounted to £4,135; £4,068.42 of the cost could be taken from EMR 338 Play Areas, with the remaining £66.58 to be taken from EMR 334 Community Projects.
The installation of the fishing boat could be completed later in the financial year.*

Recommendation

Whilst the project would benefit from the installation of a Fishing Boat centre piece, a suitable budget could not be found for this, so it is recommended that the project proceed without it at this time. The total cost to install a new Sandpit in Edmonds Park, would be £4,135.

Lucy Blake
Deputy Town Clerk

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Finance and General Purposes Committee

Recommendation to full Council meeting on 14th May 2024



Report author: Lucy Blake

Recommendation Minute 191 – To approve the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of the open green spaces

The extract of Minute 191 follows:

191. To consider the purchase of a Wessex CRX 320 to aid the outdoor team with the cutting of the open green spaces and make a recommendation to Full Council

The OSM presented the report on the purchase of the Wessex CRX to the Committee following a demonstration with the equipment earlier in the month in which some Councillors attended. He explained that the Wessex could be used alongside the tractor more efficiently, reducing the time, the manpower and fuel needed to cut the Town Council's open spaces. Operators would also be able to continue to cut in the rain, due to the tractor being enclosed (the current ride on mowers are not enclosed). It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to recommend the purchase of the Wessex to Full Council, provided the cost centre could be confirmed. The vote was unanimous.

- *It was noted after the meeting that purchasing the Wessex CRX 320 on Hire Purchase over 60 months would cost the Town Council £4,664.60 in a deposit and admin fee, and £469.77 a month. The deposit could come out of cost centre 109/1952 'Capital Projects – Groundskeeping Equipment' with the monthly payments coming from 301/3145 'Machinery Costs'.*

Background

The Finance and General Purposes Committee were presented with the costs to purchase the Wessex CRX 320 outright, and to take on the machine on a hire purchase contract.

Two quotes were received for the outright cost to purchase the equipment. These came in between £22,823 and £24,249 (ex VAT).

The purchase of this equipment would aid the outdoor team with their work and reduce the man hours spent on cutting the outdoor spaces and the cost of fuel.

It is recommended that the Council consider entering a 60 month hire purchase contract for the purchase of this equipment.

Risk Implications

The hire purchase agreement would need to be adhered to and the monthly cost would have to be factored in when setting future budgets.

Lucy Blake
Deputy Town Clerk

Didcot Town Council

Environment & Climate Committee Monday 11th March 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 (Chair)
Cllr K Morrison (Deputy Chair)
Cllr A Hudson
Cllr A Jones
Cllr L Hislop
Cllr J Broadbent
Cllr S Cole

Officers:

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

61. To receive apologies

There were no apologies. All members were present.

62. To receive declarations of interest

No declarations of interest were received.

63. 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 L Hislop, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

64. 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 trees in Edmonds Park and the progress of the work there. The OSM explained that the work to reduce the crown of the trees next to the new Community and Sports Pavilion is due to commence in the next week following the completion of the pavilion.

There were no other questions.

Action	Responsible	Rating	Meeting 15.01.2024	Meeting 11.03.2024
Tidying up of the noticeboards	Officers	Amber	2 new staff members had joined the team so work to tidy the boards would start asap.	Boards have been measured and new backing boards have been ordered.
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.
'Sow & Grow' – Community Planting project at New Road allotments	Officers	Amber	The ground preparations had been delayed due to staffing issues. Two new members had since started working for DTC so the work was due to commence.	Construction of the polytunnel is well underway. The frame is up and the access road/path has been completed. A talk was held on 28 th February at the Civic Hall to encourage people to 'sign up'.
Zip wire inspections	Officers	Green	OSM was still awaiting quotes.	Completed.
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	The Developer was contacted on 30 th November 2023 to ask if they could financially contribute. No response was received. Companies had been contacted to quote for this work.	On the agenda for discussion.

65. To note the External Income and Expenditure to date for external works, as updated on 5th March 2024 – emailed to members 8th March 2024

The Committee noted the updated figures, as of 5th March 2024.

66. To consider the Outdoor Services Manager's report

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

Ladygrove Park

20. The Committee was asked to consider approving an order for 20 tonne of play grade bark to ensure the levels in Ladygrove Park meet the requirements. This was quoted at £1,324.80 (inc VAT).

It was proposed by Cllr K Morrison, seconded by Cllr L Hislop, and **RESOLVED** to accept the quote to 'top up' the play bark in Ladygrove, at a cost of £1,324.80 to come from cost centre 309/3149 'Bark Top-Up'.

All members agreed.

Ladygrove Lakes

24. Canada Geese.

The Committee considered various options of deterring the geese in the future, but noted this would be a difficult task. Staff did not want to cull the birds so more humane deterrents were discussed.

It was proposed by Cllr L Hislop, seconded by Cllr J Broadbent, and **RESOLVED** to investigate hiring 'birds of prey' to deter the geese before they settle. Officers would look into this.

All members agreed.

Events

Edmonds Park

26. SODC Xplorer Orienteering Event – Wednesday 3rd April 2024, 9am – 1pm

- Free to attend family event for the community

27. SODC Xplorer Orienteering Event – Tuesday 20th August 2024, 9am – 1pm

- Free to attend family event for the community

Ladygrove Park

28. Didcot 5 mile run and 2-mile fun run – Sunday 7th July 2024, 7am – 12.00 midday

- Chargeable event for the community

29. SODC Xplorer Orienteering Event – Tuesday 6th August 2024, 9am – 1pm

- Free to attend family event for the community

Ladygrove Lakes

30. Wildlife Trusts – Saturday 13th and Sunday 14th April 2024, 10am – 4pm

- Educational and informative boards to be displayed at the lakes

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and **RESOLVED** to approve the dates for these events. There would be no charge for the SODC events or the Wildlife Trusts event.

The Committee **RESOLVED** to charge Didcot Park Run £200 for the hire of the park for this event, on the same condition as last year – that Didcot Runners supply the Council with a statement confirming all proceeds from the event would go to registered charities – *Officers were to inform the organisers that this charge could potentially increase next year in line with the current charity hire charges.* Organisers of this event could apply for a grant to cover the cost of the hire. All members agreed.

67. To consider the report on a new three-year Tree Inspection Contract and the recommendations to the Committee

The Committee considered the report and whilst members agreed a new contract was needed for the inspections of the Town Council's trees, more details should be sought from ODS regarding the quotation.

It was proposed by Cllr J Broadbent, seconded by Cllr A Hudson, and **RESOLVED** to approve this in principle at a cost of £2,600 per year, subject to additional information being received. All information received would be distributed to members via email before a final decision on the contract is made.

68. To note the update on the 'bollards' at Stubbings Field

The Committee noted the update. Officers were waiting on more quotes for this work and were continuing to liaise with the developer.

69. To consider the request from Didcot Town Youth Football Club to install fencing at Edmonds Park

The Committee considered the request. Concerns were raised regarding missing details of the planned installation and members asked Officers to ensure all relevant

information, including RAMS and insurances were obtained prior to any work being approved.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to approve the installation of the fencing in principle, provided that the Club provide all relevant risk assessments, method statements and insurance details of the contractor. All members agreed.

70. To consider Expressions of interest for SODC's Community Infrastructure Levy Pilot Grant Fund

The Deputy Town Clerk informed the Committee that an application for improvements to the access of Didcot Town Council's open spaces in Ladygrove and at Millennium Woods, had been submitted earlier in the day.

The Committee decided no further applications needed to be submitted at this time and thanked the Deputy Town Clerk for the work on the application.

71. To note the update on the GWP allotment sites report and recommendations to the Committee

The Committee noted the report which detailed the size of both allotment plots 40 and 44, one of which is in the Didcot Parish boundary, and one is in East Hagbourne.

The need for space for future cemetery provisions was discussed - plot 44 was suggested as a possible suitable location. Members requested that Officers investigate this further by contacting Hagbourne Parish Council on their views on this and whether they would support Didcot Town Council discussing the possibility of a change of use of the land at this site, with the developer.

72. To note the agreed notes from the Ladygrove Management Working Group meeting held on 21st September 2023 and the draft meeting notes from the meeting held on 25th January 2024

The Committee noted the meeting notes from both meetings.

73. To note the draft meeting notes from the Allotment Liaison Group meeting held on 22nd February 2024 and recommendations to the Committee

The Committee noted the meeting notes from the Allotment Liaison Group and considered the recommendations.

Recommendation 1 – Consider a separate awards event for allotment holders

The Committee discussed this proposal and whilst they agreed in principle, members wanted more detail on what the event would like, from the Allotment Liaison Group. Cllr L Hislop suggested the event could be incorporated with the Edfest event.

It was proposed by Cllr L Hislop, seconded by Cllr J Broadbent, and **RESOLVED** to approve the separate awards in principle subject to receiving more information on how it would be run and funded. All members agreed.

Recommendation 2 – Consider extending the drainage ditch at New Road allotments

The Committee considered the recommendation. It was proposed by Cllr A Jones, seconded by Cllr J Broadbent, and **RESOLVED** to agree to the work in principle. The outdoor team would clear the brambles and any work on extending the ditch could be done with the support of some allotment tenants, on a date to be agreed. All members agreed.

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.

74. To consider the report regarding a memorial in the Kynaston Road Cemetery

The Committee considered the report and the recommendations.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to re-set the memorial at the cemetery at a cost of £45. This would be subject to confirmation from the company that they will adhere to the National Association of Memorial Masons Code of Working Practice. All members agreed.

The meeting closed at 8.37pm

Signed: _____ (Chair) Date: _____

Didcot Town Council

Personnel and Administration Committee Monday 8th April 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

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

Officers:

Mrs J Wheeler (Town Clerk)

62. Apologies

No apologies – every one was present.

63. Declarations of interest

None declared.

64. To approve the minutes of the meeting held on 5th February 2024

It was proposed by Cllr G Ryall and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous.

65. Questions on the Minutes

There were no questions.

66. To approve the revisions on the Discretionary Pension Policy

The Committee reviewed the Policy and the changes made at the last review. There were some suggestions regarding minor amendments to punctuation and consistency. The Committee up-held the decision to cover injuries at work under the insurance policy rather than an additional injury award scheme. The Committee requested a form of standard wording throughout the Discretionary Policy such as:

Didcot Town Council WILL NOT normally grant (-----). Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.

It was proposed by Cllr H Macdonald and seconded by Cllr J Loder and RESOLVED to RECOMMEND this amended Policy to full Council.

67. To approve the project manager training quote

It was proposed by Cllr G Ryall and seconded by Cllr D Macdonald to delegate the training content to the Town Clerk at a capped cost of £900.

68. To note the changes to employment law from April 2024

The Committee were up-dated as to the latest changes relating to:

- Flexible working requests
- Carers Leave entitlements
- Paternity Leave
- Holiday Pay

The staff would be consulted and made aware of these changes.

69. To consider any activities to mark the 80th Anniversary of D Day

The Committee noted that events had already been planned locally. After some debate it was RESOLVED to raise a flag on the day at the Civic Hall and to commemorate the occasion with a special tree with flame red foliage to be planted as the centre piece of the new flower beds at the new Edmonds Park Pavilion.

70. Progress report

The Committee reviewed the progress report. It was noted that a motion on setting up a working party to progress the youth council was due to go to the next full Council meeting.

71. 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.

72. To receive a Staffing Report

The Town Clerk up-dated the Committee on the new employees and how well they have settled into their roles. The Committee gave permission for the two line managers to carry out an appraisal with a view to making the staff permanent.

The Committee were made aware of two projects which could have an impact on future staff availability: The operation of the Splash park and the likely approval of carrying out a Neighbourhood Plan for Didcot.

Job descriptions were noted and discussions with those staff will be carried out by the line manager. The staff organisation chart was noted.

It was AGREED that the “health check” for community liaison and communications could be a useful exercise and was free to SLCC members.

The recent visit to the Outdoor Services Depot from the Health & Safety Executive was unannounced. The visit went very well and the outdoor team received some good feedback. There were no issues which required a further visit but a few actions for the Estate Manager.

The meeting closed at approximately 8.50pm.

Signed _____ Chair Date _____

Personnel and Administration Committee

Recommendation to full Council meeting on 14th May 2024

Report author: Janet Wheeler



Recommendation Minute 66 – To approve the revisions on the Discretionary Pension Policy

The extract of Minute 66 follows:

66. To approve the revisions on the Discretionary Pension Policy

The Committee reviewed the Policy and the changes made at the last review. There were some suggestions regarding minor amendments to punctuation and consistency. The Committee up-held the decision to cover injuries at work under the insurance policy rather than an additional injury award scheme. The Committee requested a form of standard wording throughout the Discretionary Policy such as:

Didcot Town Council WILL NOT normally grant (-----). Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.

It was proposed by Cllr H Macdonald and seconded by Cllr J Loder and RESOLVED to RECOMMEND this amended Policy to full Council.

The Local Government Pension Scheme Policy April 2024 is attached.

Janet Wheeler
Town Clerk

Guidance in writing your Discretionary Policies

Introduction

It is a statutory requirement to prepare, consult and publish your policy statement, which promotes open administration, helps build awareness of pension provisions and ensures correct pension benefit payments. All employers should:

- prepare and publish written policy statements under LGPS Regulations, Compensation Regulations and Injury Allowance Regulations.
- send a copy to Oxfordshire Pension Fund.
- set out and implement a review process.

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[Section 7:](#) Summary of the MANDATORY discretions to be exercised under the 2000 Discretionary Regulations

How to use this policy summary:

1. This document can be used as guidance / reference, or it can be used to formally document the decisions of your organisation.
2. If you do not have your own format for documenting policy decisions and are using this as your template:
 - a. Where XXX appears in the document, please show the formal name of your employer /authority.
 - b. you may delete or add wording in the final column, where applicable, to indicate the decision that you have made.
 - c. please sign the document below, before sending to pension.employers@oxfordshire.gov.uk
3. Required / mandatory areas (Sections 1, 3, 4, 5, 6 and 7) **must** be included in published statements. If you have not addressed the mandatory areas, your policy will be sent back to you.
4. Non-mandatory areas where the employer can use discretion, and which are the most frequently applied are shown in Section 2. It is recommended you include these in your statements, to help ensure all parties are clear on employer intention and process.
5. Check you apply the parts appropriate to your employer status in the LGPS (admitted, designated, etc).
6. Simplified suggestions of wording have been provided however all employers should prepare their policy being aware of the full requirements and precautions – the full list of discretionary policies can be found <https://lgpsregs.org/resources/guidesetc.php>
7. All policies should be reviewed regularly. Any subsequent changes to policies must be notified to affected employees.
8. If the employer decides to amend the policy, no change can come into effect until one month has passed since the date the amended policy statement was published.
9. Any changes to your policies must be notified to Oxfordshire Pension Services within 1 month of the change.

Policy statement prepared and submitted by: Janet Wheeler – Town Clerk, Didcot Town Council

Date 08/04/2024 – at a meeting of the Personnel & Administration Committee. Ratification due 14th May 2024

To be reviewed April 2025

1: Summary of MANDATORY discretions affecting Active members and Leavers on and after 2 April 2014

Discretion required	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Will the employer grant extra annual pension?</p> <p>2013 LGPS Regulation 31</p>	<ul style="list-style-type: none"> • Employer can pay the fund to increase the member's pension up to an additional £7,579 a year (April 2023 rate). • Can be granted to an active member, or within 6 months of someone leaving on redundancy or business efficiency. • Full cost is with the employer. 	<p>Didcot Town Council will not normally grant extra annual pension. Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	
<p>Will the employer share the cost of purchasing additional pension (SCAPC) with a member?</p> <p>2013 LGPS regulation 16(2) and (4)</p>	<ul style="list-style-type: none"> • When an active member elects to buy additional pension by extra contributions, the employer can voluntarily contribute towards this. Under what circumstances might the employer do so? • Do not confuse with restoring lost pension after approved absence when employer must share 2/3rds cost. 	<p>Didcot Town Council will not normally share the cost for a member's purchase for additional pension. Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	
<p>Will the employer permit flexible retirement?</p> <p>2013 LGPS regulation 30(6)</p>	<ul style="list-style-type: none"> • Members aged at least 55, with agreement of their employer, may reduce their hours or grade and take payment of their pension benefits. (Member stays in fund in ongoing employment) • Member has the choice on taking all, part or none of post 31 March 2008 benefits. • Early payment may mean pension is reduced for the member, but the employer can waive the reduction completely or in part. (Full cost is with the employer.) • Some members may have protected rights to unreduced pension, which would increase employer costs. • Always seek guidance on costs from Pension Services. 	<p>There are several parts to this discretion which should be included:</p> <p>Didcot Town Council will consider applications for flexible retirement subject to cost/ business case.</p> <p>Didcot Town Council will not waive any pension reductions and will not permit members to choose which part of their pension to draw.</p>	

Discretion required	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Will the employer switch back on '85-year rule' protections?</p> <p>2014 Transitional Provisions regulations Sched 2</p>	<ul style="list-style-type: none"> • Unlikely to apply when membership only starts from 1 April 2014 with no linked previous membership. • This rule only applies automatically to members voluntarily retiring from age 60 but the employer has the discretion to "switch it on" for voluntary retirements between age 55 and 60. • Full cost is with employer. 	<p>Didcot Town Council has pre 2014 liabilities and will not "switch on the 85 year rule" unless there is no cost to the Council.</p>	
<p>When would the employer waive actuarial reductions to benefits being drawn on early voluntary retirement?</p> <p>2013 LGPS regulation 30(5)</p>	<ul style="list-style-type: none"> • Pensions taken early, voluntarily, are reduced but the employer can waive the reductions at their own cost. • Waiver can apply from active, from deferred status and from deferred tier 3 ill health retirees, between age 55 and normal pension age. • Employers should be clear in their policy on how this could apply and under which circumstances. • For post 2014 membership there is no longer the requirement to satisfy compassionate grounds to release pension early. • Ideally your policy should include under what circumstances you would consider waiving reductions (if appropriate). 	<p>Didcot Town Council will not consider applications to waive actuarial reduction for early voluntary retirement from active members.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions etc.</p> <p>Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	

2. Summary of recommended discretions (not Mandatory) affecting Active members and Leavers on and after 2 April 2014

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Employer to determine who will join the scheme (Admitted and Designated Bodies)</p> <p>2013 LGPS regulation 2</p>	<ul style="list-style-type: none"> • Admitted and Designated bodies - Committee minutes / admission agreement must specify who will be eligible to join the scheme - either by the name, or by type of employment and from which date. • Scheduled Bodies including county, district councils, FE colleges, academies, university must follow LGPS regulations. Admission is not discretionary. 	<p>All employees of Didcot Town Council who are on a permanent contract – full time or part time – are eligible. Opting out to be requested by the employee within three months of joining the scheme.</p>	
<p>Employer to determine member contribution band and terms of review. This decides the member contribution rate.</p> <p>2013 LGPS regulations 9/10</p>	<ul style="list-style-type: none"> • On joining and every April the employer should allocate the member's contribution band • The policy should show if the allocation would change mid-year following a material change in pay. • Inform member of your process. • Ideally members' contracts should specify what other pay and benefits are pensionable. 	<p>Didcot Town Council will review employee contribution bands every April and will not generally review mid-year unless there is a material change to pay.</p>	
<p>Will the employer extend time limits for member to make decision on transfer of pension rights from an approved pension scheme?</p> <p>2013 LGPS regulation 100(6)</p>	<ul style="list-style-type: none"> • The member has 12 months from first joining the LGPS in that employment to receive details, seek advice and make decision on transfer. • There may be reasons for delays out of the member's control. • Employer may want to seek advice on any potential financial cost from Pension Services before approving request to extend deadline. 	<p>Didcot Town Council will, with the agreement of the Pension Fund, agree to an extension of 3 – 6 months following an initial period of 12 months. The Personnel & Administration Committee will recommend a response which will be ratified by full Council.</p>	
<p>Will the employer extend the time limit for members to NOT link (aggregate) their LGPS memberships?</p> <p>2013 LGPS regulation 22(7)+(8)</p>	<ul style="list-style-type: none"> • A member joining after April 2014 who has previous LGPS membership can elect to keep pension records separate but this must be done within 12 months of starting in that employment. • Without the written election pension records will be linked together. 	<p>Didcot Town Council will extend the time limits the member has to make an election to keep pension records separate. If the delay is not the fault of the employee, an individual application must be made to the Personnel & Administration Committee for an extension of a further 3 – 6 months.</p>	

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
	<ul style="list-style-type: none"> There may be reasons for delays out of the member's control. 		
<p>Will the employer extend the time limit for members to link (aggregate) their LGPS memberships?</p> <p>Amendment LGPS regulations 2018 27 and TP 2014 Regulations 10</p>	<ul style="list-style-type: none"> For those joining scheme again after May 2018 but who were in the scheme during March/April 2014 and have previous deferred benefit - aggregation will not be automatic, If they wish to aggregate they must have written election within 12 months. The employer may allow a later election. 	<p>Didcot Town Council will, with the agreement of the Pension Fund, agree to an extension of 3 – 6 months if the delay is not the fault of the employee.</p>	
<p>Will the employer contribute to Shared Cost Additional Voluntary Contributions (SCAVC)?</p> <p>2013 LGPS regulation 17</p>	<ul style="list-style-type: none"> Whether, how much and in what circumstances will the employer contribute to the SCAVC arrangement. It is recommended to consult with Pension Services on any payroll / benefit implications before setting this up. 	<p>Didcot Town Council will not contribute to SCAVC arrangement. Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	
<p>Will the employer include regular lump sums when assessing value for Assumed Pensionable Pay (APP)?</p> <p>2013 LGPS regulation 21</p>	<ul style="list-style-type: none"> When calculating APP, if in the twelve months before the member would have ordinarily received a lump sum payment, will the employer use this in the APP calculation. NB separate calculations are required if member dies in service or retires on ill health even if APP already assessed for monthly returns. employer should state in their policy how checks will be made and how member and fund are informed. 	<p>Didcot Town Council will assess an assumed value based on three months or twelve weeks of pay immediately before the reduction. Each case will be considered on its own merits and a lump sum payment is not guaranteed. Situations include:</p> <ul style="list-style-type: none"> *when on reduced pay during child related leave *reserves forces leave *no or reduced pay during sickness or injury *retirement on tier 1 or tier 2 *death in service. 	

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision (to be completed by employer)	Tick ✓
<p>Will the employer substitute a higher value of pensionable pay when assessing APP ?</p> <p>2018 amendment regulations 7</p>	<ul style="list-style-type: none"> • An employer may substitute a higher pensionable pay if, in their opinion, the value assessed by APP is materially lower than member would ordinarily have received in the previous year. • This could occur during child related leave, reduced on no pay sickness etc and be used for ill health retirement on tier 1 or 2, death in service. 	<p>Didcot Town Council will not consider substituting a higher value of pay in place of APP.</p>	
<p>Will the employer extend the time limit for a member to decide to restore lost pension by shared cost additional pension contributions (SCAPC) after a period of no pay (other than due to sickness or paid child related leave.)?</p> <p>2013 LGPS regulation 16(16)</p>	<ul style="list-style-type: none"> • After a period of approved unpaid leave, a member has 30 days from their return to work to receive information to enable election for (SCAPC) shared cost additional pension contribution, to restore lost pension. • employer must provide lost pay details and advise member of opportunity. • employer <u>must</u> share costs when the election is made within the time limits stipulated. • Increasing time limit would allow for any delays in administration process. 	<p>Didcot Town Council will only extend deadlines beyond 30 days of return to work when application shows good reason for the delay in decision.</p> <p>Any extension must not exceed 60 days from return to work and decision will be made within 30 days.</p>	

3: Other MANDATORY provisions to be included in a policy, under different regulations and which can apply to active employees regardless of LGPS membership

An employer has discretion to exercise in these areas	Background and points to consider (shaded sections are mandatory)	Employer's decision	Tick ✓
<p>Will the Employer make an injury award to compensate for loss of</p> <p>a) pay, or b) job, or c) death due to injury or disease sustained at work?</p> <p>Regulation 3-7 of the Local Government (Discretionary Payments) (Injury Allowances) Regulations 2011 employers (LGPS employers)</p>	<ul style="list-style-type: none"> Under what circumstances, for how much and for how long would an employee be compensated if in performing their duties they sustain injury or disease leading to loss of pay, employment or death? Injury award could apply to all employees regardless of LGPS membership. All costs rest with employer. 	<p>Didcot Town Council will not set up an injury award scheme under these regulations.</p> <p>It will set out the terms of assessment and arrangements to apply.</p> <p>Didcot Town Council will use the personal accident section of the insurance policy which is reviewed every year on renewal.</p>	
<p>Will the employer pay enhanced redundancy payments and /or compensation for loss of employment on redundancy ?</p> <p>Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006</p>	<p>1) in the event of a redundancy, when weekly pay is higher than the relevant statutory weekly pay, which would the employer use to assess redundancy payment? (Regulation 5)</p> <p>2) an employer can make a termination payment of up to 104 weeks' pay to an LGPS member or someone eligible to be a member when leaving due to redundancy, efficiency or cessation of a joint appointment. Cannot use this if you are awarding additional pension under 2013 LGPS regulation 31.</p> <p>Neither 1 nor 2 are funded - all at employer cost.</p>	<p>1) Didcot Town Council will not base redundancy pay on actual pay when greater than the 'statutory week's pay' for a redundancy payment.</p> <p>2) Didcot Town Council will not award termination compensation lump sums following redundancy</p> <p>Any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	

4: Summary of MANDATORY discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members (excluding councillor members) who ceased active membership between 1 April 2008 and 31 March 2014

Occasionally an employer will receive request from a former employee who left the employment and the LGPS under earlier pension scheme regulations. The following table shows the mandatory discretions under different regulations according to the leaving date. These are all mandatory.

Where bodies have amalgamated, or services transferred check on your level of inherited responsibility to ensure you include the right category.

If this Section does not apply to you, please indicate here _____

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision	Tick ✓
<p>Will employer switch on '85-year rule' protections for early payment of deferred benefit? Request made from May 2018</p> <p>LGPS Administration Regulations 2018 66 and sched 2 of 2014 TP Regulations</p>	<ul style="list-style-type: none"> • Early payment of a deferred benefit – on and after May 2018, for those between ages 55-60 does not automatically carry the 85-year rule protection to unreduced pension. • The opportunity to request early payment of DB for those in this age group only available from May 2018. Before then, agreement to early payment before age 60 required protection of 85-year rights and full employer costs. • Costs fall to the employer, ask Pension Services for estimate for decision process. 	<p>Didcot Town Council will not consider applications to switch on 85-year rule to provide early unreduced pension to former scheme members.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions under any circumstance.</p>	
<p>Will you 'switch on' the 85-year rule upon the voluntary early payment of a suspended tier 3 ill health pension? from 14 May 2018</p> <p>LGPS Administration Regulations 2018 66 and sched 2 of 2014 TP Regulations</p>	<ul style="list-style-type: none"> • Background, points and costs like those in line above – introduced from May 2018 for post 2014 leavers with suspended tier 3 pension. • Costs fall to the employer, ask Pension Services for estimate for decision process. 	<p>Didcot Town Council will not consider applications to switch on 85-year rule to provide unreduced pension paid early on request to former scheme members after the third-tier ill health pension has ceased, and voluntary request made for early payment between from age 55-60.</p> <p>Didcot Town Council will not consider applications to waive actuarial reductions made by members with deferred pensions under any circumstance etc.</p>	
<p>Will the employer waive actuarial reductions due to compassionate grounds for</p>	<ul style="list-style-type: none"> • The additional costs rest with the employer, waiving the reduction for early payment is for the lifetime of 	<p>Didcot Town Council will not consider applications to waive actuarial reduction for early pension payments.</p>	

An employer has discretion to exercise in these areas	Background and points to consider	Employer's decision	Tick ✓
<p>early payment of deferred pension - before age 65?</p> <p>LGPS regulations 2007 30(5)</p> <p>Sched 2 of TP regulations 2014</p>	<p>the pension. Apply to Pension Services for details of costs.</p> <ul style="list-style-type: none"> • Ideally include details required you need to make the decision • Include where to present the request. • Notes for the release of pension early for post 14 members could also be read here. • Can apply for member with DB or with suspended tier 3 ill health pension, left scheme before 1.4.2008. • Compassionate grounds is only reason for waiving reduction. 	<p>In all cases, any request detailing wholly exceptional circumstances may be sent to the Personnel & Administration Committee but Didcot Town Council reserves the right to refuse. In the event of an individual recommendation – ratification at full Council is always required.</p>	

5: Summary of MANDATORY discretions to be exercised on and after 1 April 2014 (for requests made from 14 May 2018) in relation to members (including councillor members) who ceased active membership between 1 April 1998 and 31 March 2008

1. Will the employer waive reductions on compassionate grounds for an early voluntary payment of pension?
2. Will the employer switch on the 85-year rule for early payment of DBs requested between ages 55-60?
3. Will the employer permit early payment of benefit from age 50 and under 55 (always check on the tax situation as may result in unauthorised payment charge)?

Contact Pension Services for cost estimates. Please refer to the tables above for points to consider and the LGA www.lgpsregs.org guide to Employer Discretions provide more detailed reference.

If you are a new employer, and this Section does not apply to you, please indicate here _____

A note about Councillors / elected members: Although elected members may not now join the LGPS in England, this fund does hold the deferred pensions for former councillors from some Districts and the County Council. Authorities enabling the elected members to join should have the 3 mandatory policy areas above prepared for leavers between 1 April 1998 and 31 March 2008 (effective from 14 May 2018).

6: Summary of the MANDATORY discretions to be exercised on and after 1 April 2014 (as at 14 May 2018) in relation to members (excluding councillor members) who ceased active membership before 1 April 1998

An employer has discretion to exercise in these areas	Background and points to consider (shaded sections are mandatory)	Employer's decision	Tick ✓
Will the employer grant early payment of deferred benefit on compassionate grounds? LGPS regulations 1995 (Transitional Provisions 1997 2)	<ul style="list-style-type: none"> • There is an employer cost involved in agreeing to early payment from age 50 and HMRC charge for unauthorised payment. • You should include details required you need to make the decision. 	Didcot Town Council will not consider applications to waive actuarial reduction for early voluntary retirement from members with deferred pensions.	

If this Section does not apply to you, please indicate here _____

7: Summary of the MANDATORY discretions to be exercised under the 2000 Discretionary Regulations

These regulations still apply as benefits have been awarded in the past for certain leavers before 1 April 2007. Employers, (most likely to be County, District Councils and Oxford City) using these in the past should maintain **mandatory** policies on:

- Reduction or suspension of annual compensation (added years) during periods of re employment in local government and after leaving and having opportunity to re-join the LGPS (even if doesn't) what level of pension abatement to apply
- If survived by more than one civil partner or spouse how will the pension be apportioned
- Whether to suspend spouse or civil partner pension during periods of re marriage/ partnership or cohabitation
- Whether to reinstate spouse or civil partnership added year's compensatory pension after remarriage etc has ended
- Would children's pension be payable under compensatory regulations when not under LGPS main scheme?

If this Section does not apply to you, please indicate here __n/a__

Didcot Town Council



Property and Facilities Committee Wednesday 27th March 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 T Worgan
Cllr O Glover
Cllr L Hislop

Officers:

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

Four members of public were present.

56. Apologies

Apologies were tendered from Cllr A Jones, Cllr Z Mohammed, Cllr M Khan, and Cllr A Hudson

Cllr T Worgan substituted for Cllr Z Mohammed and Cllr O Glover substituted for Cllr A Jones

57. Declarations of interests

No declarations were received.

58. To approve the Minutes of the meeting held on 31st January 24

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

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

59. Questions on the minutes

No questions were received.

60. To receive a presentation from Newbury College for the use of Willowbrook Leisure Centre

Mr L Hunt MBE from Newbury College presented a proposal to the Committee for a potential partnership with Didcot Town Council for the future running of Willowbrook Leisure Centre. Members asked question on the proposal.

The Committee thanked Mr L Hunt MBE for their presentation.

61. To receive a presentation from the Bounce Park for the use of Willowbrook Leisure Centre

Mr G Tucker and Mr D Smee from the Bounce Park presented a proposal to the Committee for the potential full-time use of Willowbrook Leisure Centre. Members asked questions on the proposal.

The Committee thanked both Mr G Tucker and Mr D Smee for their presentation.

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

The Committee noted the report.

62.1 To note the Civic Hall bar takings

The Committee noted the bar takings.

Cllr H Macdonald asked a question regarding the bar being left open after Council meetings. The Estate Manager explained to the Councillors that after the next Full Council meeting a member of the team will show the Councillors wishing to stay how to safely lock up the building.

62.2 To note the usage figures at Didcot Civic Hall

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

Mr T Worgan asked if the Estate Manager had plans to offer more events within the Civic Hall such as band nights. The Estate Manager will investigate potential events to so utilise space when there are no other events booked in.

62.3 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

62.4 To note the Civic Hall works update

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

- Canopy repair - completed with the inclusion of two new lights
- Fire Door inspection - completed, and report received
- Broadway entrance door repair – completed
- Plant room service remedial work - completed.

62.5 To note the new Pavilion report and spends

The Committee noted the report and spends as per the table below:

Items	Spend
Tables meeting rooms x8 Tables on wheels same as Civic Hall	£2784+VAT
Tables Main Hall x7+trolley (Gopak tables for easy setup and packing away)	£1743.14+VAT
Chairs for building x80	£2882.10+VAT
Sofas for foyer	£588
Tub chairs in foyer and 2 small desks for meeting rooms	£342.95
Televisions for Meeting Rooms	£628
Flip chart boards	£216.45
Fire extinguishers and signage	£1284.38+VAT
Health and Safety signage	£158.67+VAT
Room Signage, changing room signage and toilet signs	£251+VAT

62.6 To note progress on the Splash Park at Edmonds Park

The Committee noted the current progress.

The Estate Manager is investigating costs for the team to book onto courses so DTC can successfully manage the Splash Park.

62.7 – To note changing room two ceiling repairs

The Committee noted the ceiling repairs.

The works have been successfully completed by **Polar FM** at a total cost of **£408.77+VAT**

62.8 – To consider removing the two gas cookers and replacing with induction cookers

The Committee considered the report.

Several questions were raised, and a discussion took place.

No decision could be made within the Committee meeting.

The Committee asked for the Estate Manager to email the members the lifecycle and utility costs for both changing the current gas ovens/ hobs to induction hobs, and electric ovens, and for replacing with new gas ovens and hobs.

A decision could then be made via email.

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

The Committee considered the remedial action and reviewed the new quote from Polar FM.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed with the quote from **Polar FM** at a cost of **£314.80+VAT** using budget code 3154 (CH Bar).

62.10 – To consider servicing and potential repairs of the smoke dampers at the Civic Hall

The Committee considered the servicing and potential repairs of the smoke dampers at the Civic Hall.

It was proposed by Cllr K Morrison and seconded by Cllr L Hislop to proceed company A, **Carton Services** for the cost of **£800+VAT**.

62.11 – To note the accident analysis for 23/24

The Committee noted the accident analysis.

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

The Committee considered the report.

63.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

63.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

63.3 – To note works completed at Willowbrook

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

- Insulation within the function room space - completed
- Sports Hall service - completed

- Plant room service remedial works - completed.

63.4 – To note the staffing update at Willowbrook Leisure Centre
The Committee noted the staffing update.

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

The Committee noted the progress report.

65. 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.

66. To consider the presentations from Newbury College and the Bounce Park and make recommendations to Full Council

The Committee considered the presentations from Newbury College and the Bounce Park.

Members felt that an informed decision could not be made with the information available, and therefore a recommendation could not be put to Full Council to consider at this stage. The Town Clerk would request additional information which would then be followed up by the Finance and General Purposes Committee on 22nd April 2024.

Meeting closed at 21.38.

Signed _____ Chair Date _____

Didcot Town Council

HSE Visit Report - Pesticide Inspection

Report Author: Arek Guzinski



Introduction:

On the 27th of March 2024, the Outdoor Depot building received a random inspection from the HSE's Pesticide Enforcement Office (PEO), to inspect the compliance with obligations imposed on individuals and companies involved in the sale, supply, storage and use of Plant Protection Products (PPPs).

Findings:

The HSE's PEO Officers described the Outdoor Depot's standards regarding PPPs as "good", with minor areas of improvement identified. The PEO Officer's recommendations were as follows:

UPDATE GUIDANCE:

- Add the code of practice for using plant protection products for updated information.
- Add the agriculture information sheet 16 to access better guidance on suitable standards for storage.

SPRAY RECORDS:

- Recommend recording the MAPP number alongside the product name of the PPP used for each application.
- Recommend recording the weather conditions and any other relevant comments to make up your record of what happened on the day. *Annex F of the Code of practice gives an example spray record sheet.*
- When using a contractor, they should make and keep records on applying the pesticide, and the team should ask the contractor for a copy of these records.

PPE STORAGE:

- Recommend that the team keep their PPE in suitable storage boxes to keep it clean, dry, and secure when they are not using it.

PPP MIXING:

- Recommend considering whether to use a spill tray when mixing PPPs and filling the knapsack sprayer.

OCR REGISTRATION:

- Since the team use PPPs as part of their work, the team needs to register with DEFRA as a user of professional PPPs.

Actions taken since the visit:

Since the HSE team carried out the inspection, the Outdoor Services Manager and the Estate Manager worked together to resolve the recommendations. The work carried out was as follows:

- New folder created to add all pesticide information, including guidance, training, spray sheets, COSHH sheets, COSHH assessments and risk assessments.
- Guidance and agricultural information added into the relevant folders.
- New “spray sheet” created to record the spray usage along with the recommended information.
- Contractor records now updated and received from previous visits.
- Clear boxes are being purchased for storage of spray kits, and warning signage being installed.
- Certificates obtained and added into the training folder.
- DEFRA registration being investigated.

Following this update, the HSE PEO Officers were satisfied that good progress had been made and marked the case as closed.