

## Notice of the Meeting of

### **Didcot Town Council**

2<sup>nd</sup> September 2024 at 7.30pm

Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Meeting of the Council on Monday 2<sup>nd</sup> September 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](mailto: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 approve and adopt the minutes of the Council Meeting held on 24<sup>th</sup> June 2024 and to include questions on the minutes as to the progress of any item**
4. **To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112**
  - (a) Planning and Development Committee
    - (i) To receive the minutes:  
25<sup>th</sup> June 2024  
16<sup>th</sup> July 2024  
7<sup>th</sup> August 2024 (to be approved by Committee)
    - (ii) No recommendations
  - (b) Finance and General Purposes Committee
    - (i) To receive the minutes:  
22<sup>nd</sup> July 2024  
19<sup>th</sup> August 2024 (to be approved by Committee)
    - (ii) Recommendations to Council:

**Minute 38:** See confidential part of the agenda re: CCTV cameras

**Minute 40 and 55:** See confidential part of the agenda re: telephone contract.

**Minute 48:** To approve the budget timetable for the 2025 – 2026 financial year – *see attached report*

**Minute 48:** To note the new date for the September meeting of F&GP – Monday 30<sup>th</sup> September 2024.

(c) Environment & Climate Committee

(i) To receive the minutes:

15<sup>th</sup> July 2024 (to be approved by Committee)

(ii) Recommendation to Council:

**Minute 17:** To consider a possible relocation and replacement skate park and investigate options for the area in Ladygrove, in principle – *see attached report.*

(d) Personnel and Administration Committee

(i) To receive the minutes:

5<sup>th</sup> August 2024 (to be approved by Committee)

(ii) Recommendation to Council:

**Minute 23:** To support the bid by Wallingford Radio for a new licence to cover the Didcot and south Oxfordshire area – *see attached.*

**Minute 24:** To adopt the new Oxfordshire Parish Charter – *see attached papers.*

(e) Property & Facilities Committee

(i) To receive the minutes:

24<sup>th</sup> July 2024 (to be approved by Committee)

(ii) No Recommendations

**5. To receive the Mayor’s report – 22<sup>nd</sup> June 2024 – 31<sup>st</sup> August 2024**

Date	Day	Event
24 <sup>th</sup> June 2024	Monday	Autism at Kingwood Strategy Launch Event, Didcot Civic Hall
24 <sup>th</sup> June 2024	Monday	OCC annual flag raising ceremony for Armed Forces Day, Oxford Castle
25 <sup>th</sup> June 2024	Tuesday	Autism at Kingwood Strategy Lounce Event, Didcot Civic Hall

28 <sup>th</sup> June 2024	Friday	Meadows Care Home coffee/culture event
28 <sup>th</sup> June 2024	Friday	Bicester Flag Raising
10 <sup>th</sup> July 2024	Wednesday	Europa School Baccalaureate Proclamation, Abingdon
13 <sup>th</sup> July 2024	Saturday	Aureus School summer fete, 11am – 2pm
26 <sup>th</sup> July 2024	Friday	Saving Miss Daisy 5 <sup>th</sup> Birthday party, The Pavilion, Edmonds Park, Didcot
18 <sup>th</sup> August 2024	Sunday	Charity Afternoon Tea at Earth Trust, Little Wittenham.
21 <sup>st</sup> August 2024	Wednesday	Choosing the Christmas Tree
31 <sup>st</sup> August 2024	Saturday	Abingdon & District model railway club exhibition, Civic Hall.

### Deputy Mayor – 22<sup>nd</sup> June 2024 – 31<sup>st</sup> August 2024

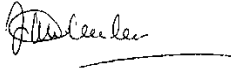
Date	Day	Event
23 <sup>rd</sup> June 2024	Sunday	Tesco charity football match, Boundary Park, Didcot
3 <sup>rd</sup> July 2024	Wednesday	Aureus School Celebration evening, Didcot
13 <sup>th</sup> July 2024	Saturday	Country Music Services Gala Concert, St Edwards School, Woodstock
27 <sup>th</sup> July 2024	Saturday	Autism Book Launch, Civic Hall, Didcot
31 <sup>st</sup> July 2024	Wednesday	Opening of splash pad at Edmonds Park

6. **To approve the increased subscription for the membership of the Oxfordshire Association of Local Councils – see attached papers**
7. **To consider one motion:**  
**Motion one:** Proposed by Cllr H Macdonald, seconded by Cllr D Rouane – To develop a Neighbourhood Plan with an agreed allocation of up to £20,000.
8. **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.**
9. **Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board**
10. **Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.**

**11. 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

- 12. F&GP Minute 38** – To approve the installation of two new CCTV cameras – *see confidential report attached.*
- 13. F&GP Minute 40 and 55** – To approve the 12 month contract for office telephones with Sloane Curtis – *see attached report.*
- 14. F&GP Minute 54** – To approve the quote of £9,900 for the final two grass cuts of the year – *see attached confidential report.*



Mrs Janet Wheeler  
Town Clerk and Responsible Finance Officer  
27<sup>th</sup> August 2024



## Didcot Town Council

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### Council Meeting

Monday 24<sup>th</sup> June 2024 at 7.30pm

Main Hall, Didcot Civic Hall



### Minutes

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

#### PRESENT

Councillors:

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

Officers:

Janet Wheeler - Town Clerk  
Lucy Blake – Deputy Town Clerk

#### 22. To receive apologies

Apologies were received from Cllrs N Hards, O Glover, M Khan and H Macdonald.

#### 23. To receive declarations of interests

There were no declarations.

#### 24. To approve and adopt the minutes of the Annual Meeting held on 14th May 2024 and to include questions on the minutes as to the progress of any item

Cllr D Macdonald queried the order in which decisions were recorded at the meeting (minute 231).

It was proposed by Cllr A Jones, seconded by Cllr G Ryall, and RESOLVED to approve the minutes of the meeting held on 14th May 2024, subject to the amendment of the order at minute 231. The vote was unanimous.

**25. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 95 – 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 8th May, and 4th June 2024 (to be approved by Committee). There were three recommendations:

**Minute 276:** To agree in principle to set up a Flood Resilience Working Group – subject to a full proposal and terms of reference.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and RESOLVED to set up a Flood Resilience Working Group, in principle. The vote was unanimous.

**Minute 5:** To include a Neighbourhood Plan for Didcot in the terms of reference for the Planning and Development Committee.

It was proposed by Cllr D Rouane, seconded by Cllr C Jennings, and RESOLVED to include a Neighbourhood Plan for Didcot in the terms of reference for the Planning and Development Committee. The vote was unanimous.

**Minute 18:** To agree in principle two Neighbourhood Plan Working Groups – subject to a full proposal and terms of reference (one group would cover the Didcot Parish plan and the other would engage with neighbouring parishes and gather interest in a joint plan).

It was proposed by Cllr D Rouane and seconded by Cllr C Jennings to agree the two working groups in principle.

Vote: **IN FAVOUR:** 11, **AGAINST:** 0, **ABSTENTIONS:** 6.

**b) Finance and General Purposes Committee**

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to receive the Minutes for the meetings held on 20<sup>th</sup> May 2024 and 17<sup>th</sup> June 2024 (to be approved by Committee). There were two recommendations:

**Minute 9:** To review the effectiveness of the internal audit – and decision to retain Accounting Solutions Ltd for 2024-2025.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to retain Accounting Solutions Ltd for 2024-2025. The vote was unanimous.

**Minute 15:** To receive and adopt the unaudited financial statements for the year ending 31<sup>st</sup> March 2024.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to receive and adopt the unaudited financial statements for the year ending 31<sup>st</sup> March 2024. The vote was unanimous.

**c) Environment & Climate Committee**

It was proposed by Cllr G Roberts, seconded by Cllr J Broadbent, and RESOLVED to receive the Minutes for the meeting held on 15<sup>th</sup> May 2024 (to be approved by Committee). There was one recommendation:

**Minute 10:** To note the quote to turf the outside of the new pavilion at Edmonds Park at a cost of £7,500 + vat. The contractor is the New Lawn Company. This has been fast tracked to allow the grass to settle as soon as possible.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and RESOLVED to accept the cost of £7,500 from the New Lawn Company, to lay the turf at the new pavilion. The vote was unanimous.

**d) Personnel and Administration Committee**

It was proposed by Cllr C Jennings, seconded by Cllr D Macdonald, and RESOLVED to receive the minutes for the meeting held on 3<sup>rd</sup> June 2024 (to be approved by Committee). There were three recommendations:

**Minute 9:** To approve a Long Service Recognition scheme.

It was proposed by Cllr C Jennings, seconded by Cllr D Macdonald, and RESOLVED to approve the Long Service Recognition scheme. The vote was unanimous.

**Minute 10:** To approve a Policy to ban pets as prizes.

It was proposed by Cllr C Jennings, seconded by Cllr T Worgan, and RESOLVED to approve the policy. The vote was unanimous.

**Minute 12:** To approve the Ladygrove Fishing Association Agreement.

Cllr J Broadbent excused himself from the meeting at this point, due to being a member of the Fishing Association's Committee.

It was proposed by Cllr C Jennings, seconded by Cllr K Morrison, and RESOLVED to approve the Ladygrove Fishing Association Agreement. The vote was unanimous.

Cllr J Broadbent returned to the meeting.

**e) Property & Facilities Committee**

It was proposed by Cllr K Morrison, seconded by Cllr D Rouane, and RESOLVED to receive the minutes of the meeting held on 29<sup>th</sup> May 2024 (to be approved by Committee). There was one recommendation:

**Minute 13:** To approve the purchase of two induction hobs and ovens from Cater-Kwik for the Civic Hall, at a cost of £7,761.98 + VAT.

It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and RESOLVED to approve the purchase of the two induction hobs at a cost of £7,761.98 + VAT. The vote was unanimous.

**26. To receive the Mayor's Report and the Deputy Mayor's report**

Both reports were noted by the Council.

**27. To receive and adopt the fixed asset register for 2023-2024**

Councillors noted that the only significant change to the register was the inclusion of the new Community and Sport Pavilion at Edmonds Park. The Splash Pad will be an addition to the register for 2024-2025.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to receive and adopt the fixed asset register for 2023-2024. The vote was unanimous.



**28. To receive and approve the final internal audit report for 2023-2024**

It was noted that the internal audit report identified only two small recommendations, which were already being addressed. G Ryall thanked the staff for their work. It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to receive and approve the final internal audit report for 2023-2024. The vote was unanimous.

**29. To approve the Annual Governance & Accountability Return (AGAR) for 2023-2024**

- **Section one – Approval of the Annual Governance Statement 2023-2024**

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve section one – Approval of the Annual Governance Statement 2023-2024. The vote was unanimous.

- **Section two – Approval of the Accounting Statements 2023-2024**

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve section two – Approval of the Accounting Statements 2023-2024. The vote was unanimous.

- **Notice of Public Rights**

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve the Notice of Public Rights. The vote was unanimous.

The Annual Governance & Accountability Return (AGAR) was approved.

**30. To receive nominations and make appointments to working groups, external bodies and organisations (deferred from the Annual Meeting)**

It was proposed by Cllr C Jennings that the members of these working groups, external bodies and organisations, remain the same. However, there were some agreed amendments:

- Allotments - Cllr G Roberts would take the position of Chair of the Allotment Liaison Group, with Cllr A Hudson taking the post of Councillor representative for the Cockcroft allotment site.
- Didcot Arts and Community Association – Cllr D Rouane would fill this vacancy.
- UKAEA - Cllr K Morrison confirmed that she had vacated her place on this Liaison Committee due to a conflict with her working there. Cllr C Jennings would take her place.
- OALC – Cllr C Jennings would replace Cllr K Morrison on this.

Members of the Fleet Meadow Community Trust would remain the same. All members agreed.

**31. To consider two motions:**

**Motion one:** Proposed by Cllr D Macdonald re: Right to Grow scheme.

Cllr D Macdonald spoke on her motion to allow the community more space to grow food on due to the cost-of-living crisis. She spoke on producing a map of all Council owned land suitable for community cultivation. It was hoped this initiative would be taken up by the District Council also.

All members expressed support for this scheme, but concerns were raised regarding potential usage agreements, insurance complications and liability over the protection of food.

It was proposed by Cllr D Macdonald, seconded by Cllr L Hislop, and **RESOLVED** to approve this scheme in principle, subject to further work being undertaken by the Environment and Climate Committee and possibly the Finance and General Purposes Committee. The vote was unanimous.

**Motion two:** Proposed by Cllr S Nohre re: creation of a Working Group to investigate the formation of a Youth Council.

Cllr S Nohre spoke on her motion of the creation of a Working Group to work on the potential formation of a Youth Council. All members expressed their support on this and confirmed that there is the desire in some young people to get involved and participate in decision making.

It was proposed by Cllr S Nohre, seconded by Cllr G Ryall, and **RESOLVED** to approve the formation of a Working Group to investigate the formation of a Youth Council. The vote was unanimous.

**32. 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**

There were no communications for this meeting.

**33. Didcot Garden Town Project and the report of the Council's representative on the Didcot Garden Town Advisory Board**

Cllr C Jennings explained that there had not been any meetings with the Didcot Garden Town Project since the last full Council meeting, although a meeting has been arranged for 15<sup>th</sup> July 2024.

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

***Q. At the full Council meeting on 4<sup>th</sup> March 2024, it was resolved to provide free period products in all town council owned facilities. Is there an update on this? (Cllr L Hislop)***

Cllr C Jennings explained that he did not have an update to hand but would investigate. The Town Clerk explained that investigations were underway as to how this could be managed.

***Q. At the last meeting of full Council it was decided to fly the Pride Flag during June. Has the flag been put up? (Cllr D Rouane)***

The Leader confirmed that the Pride flag will be flying, if it wasn't already.

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.

**35. To approve the recommendation from the Personnel and Administration Committee and the Finance and General Purposes Committee to employ a full time Estate Administrator**

It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and **RESOLVED** to employ a new full time Estate Administrator to help with the extra work. The vote was unanimous.

The meeting closed at 8.40pm.

Signed:

(Mayor)

Date:

## Didcot Town Council

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### Minutes of the

### **Planning and Development Committee** Tuesday 25th June 2024 at 7:30pm Main Hall, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

Cllr D Rouane (Chair)  
Cllr S Cole  
Cllr S Nohre  
Cllr N Hards  
Cllr D Macdonald

##### **Officers:**

A Guzinski (Planning and Estate Officer [minutes])

#### **19. To receive apologies**

Apologies were received from Cllr H Macdonald.

No other apologies were received.

Cllr A Hudson was absent.

#### **20. 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.

#### **21. To approve the draft minutes of the meeting held on 4<sup>th</sup> June 2024 (attached)**

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

All members agreed.

## 22. Questions on the minutes as to the progress of any item

There were no questions on the minutes.

### PUBLIC PARTICIPATION

Cllr D Rouane proposed to move item 7c) – *Planning Application P24/S1631/DIS, Land at Ladygrove East Didcot* out of order to allow for Public Participation.

All members agreed.

Cllr D Rouane suspended Standing Orders to allow the members of the public to address the Committee.

The first member of the public introduced themselves, and explained that the part of the estate in which they resided did not get consulted after they had moved in.

The resident also had concerns regarding the privacy, as the pathways were only 2 meters wide between the development and the existing estate.

The resident further explained that the development could result in loss of light, and it would impact the ground stability and have impact on traffic and local flooding.

The second member of the public also pointed out the high risk of ground stability being affected, and questioned why it took 30 years to agree a development on the site.

The resident also had concerns about the impact on the local wildlife, the lack of provisions, and the inclusion of power pylons on some of the area marked as a park.

Cllr D Rouane explained that the Outline Planning Permission has already been granted and gave an overview of the current application. Cllr D Rouane also explained that the developer has passed the wildlife assessment and explained that the delays in planning permission were caused by a mix of reasons, including financial implications and land ownership.

The Committee thanked the members of the public, and reinstated Standing Orders to discuss the application.

<b>7c)</b>	<b>Application</b>	<a href="#">P24/S1631/DIS</a>	Land at Ladygrove East Didcot
	<b>Proposal</b>	Discharge of condition 8 (Design Code) on application P19/S0720/O (Outline planning application for a residential development comprising up to 750 dwellings (with up to 40% affordable housing provision), public open space comprising green infrastructure, community use,	

		allotments and play areas, pedestrian and cycle links, landscaping and associated supporting infrastructure. Means of access to be determined via Hadden Hill (A4130). Access to NPR3 reserved for later consideration along with all other matters)
	<b>Response date</b>	26 <sup>th</sup> June 2024 (extended from 25 <sup>th</sup> June 2024)
	<b>Agreed response</b>	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and <b>RESOLVED</b> to <b>object</b> to this application with the following <b>comments</b>:</p> <p>Didcot Town Council’s Planning and Development Committee would like to object based on the comments made by the South and Vale Ecology Team.</p> <p>The Committee noted the proposed SUDS and Flood Defence plans, but they have doubts on their adequacy.</p> <p>The Committee also noted the legal requirement on net biodiversity gain.</p> <p>(Ref: Sent directly to head of planning as no consultation link was provided) All members agreed.</p>

Cllr D Rouane continued the agenda in order.

**23. To note as listed: correspondence received regarding planning matters**

The Committee noted the correspondence received as listed below.

Item	Date received	Received from	Sent to Members	Details
5a)	30/05/2024	SODC	06/06/2024	To inform DTC about the Green Infrastructure and Open Space Survey.

**24. Applications for certificates of Lawful Development and Information only**

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

## 25. To consider as listed: Planning Applications

7a)	Application	<a href="#">P24/S1291/HH</a>	39 Manor Road Didcot OX11 7JZ
	Proposal	Extension to existing roof and dormer. (Amended Certificate of Ownership received 20 May 2024). (Amended plans removing gutter overhang received 29 May 2024).	
	Amendment	No. 2 - dated 29th May 2024	
	Response date	26 <sup>th</sup> June 2024	
	Previous comments	No objections	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>264234</b> ) All members agreed.	
7b)	Application	<a href="#">P24/S1682/FUL</a>	Unit 41 and Unit 42 The Orchard Centre Didcot OX11 7LL
	Proposal	Installation of mezzanine floor for retail sales and/or storage purposes.	
	Response date	27 <sup>th</sup> June 2024 (extended from 21 <sup>st</sup> June 2024)	
	Agreed response	It was proposed by Cllr S Cole, seconded by Cllr D Macdonald, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>264235</b> ) All members agreed.	
7d)	Application	<a href="#">P24/S1129/S73</a>	Land at Lady Grove Didcot OX11 9BP
	Proposal	Variation of condition 1 (Approved plans), 2 (Tree Protection (Detailed) and 3 (Tree pits design) on application P22/S3532/RM (All outstanding Reserved Matters (appearance, landscaping, layout and scale) for the erection of 150 residential dwellings with associated parking, landscaping, country park, equipped and informal open spaces and associated infrastructure and works pursuant to outline permission P20/S1577/O)	
	Amendment	No. 2 - dated 11th June 2024	
	Response date	27 <sup>th</sup> June 2024 (extended from 25 <sup>th</sup> June 2024)	
	Previous comments	Didcot Town Council's Planning and Development Committee would like to object to this application, based on the comments made by the Forestry Officer and the Landscape Architect.	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and <b>RESOLVED</b> to <b>comment</b> on this application: Didcot Town Council's Planning and Development Committee would like to support the comments raised by the South and Vale Forestry Team.	

		The Committee also noted the incorrect address and location being included in the correspondence with the Ecologist. (Ref: <b>264236</b> ) All members agreed.	
7e)	Application	<a href="#">P24/S1707/HH</a>	13 East Street Didcot OX11 8EJ
	Proposal	Erection of a ground and first floor side / rear extension and loft conversion. Demolition of existing outbuilding and erection of a detached garden room / store and related alterations. (Amended Certificate of Ownership received 11 June 2024)	
	Amendment	No. 1 - dated 11th June 2024	
	Response date	3 <sup>rd</sup> July 2024	
	Previous comments	N/A	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>264237</b> ) All members agreed.	
7f)	Application	<a href="#">P24/S1944/HH</a>	20 Humber Close Didcot OX11 7RU
	Proposal	The removal of porch window loft conversion.	
	Response date	10 <sup>th</sup> July 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>264238</b> ) All members agreed.	
7g)	Application	<a href="#">P24/S1936/HH</a>	3 Elbourne Didcot OX11 0BL
	Proposal	Single storey ground floor rear and side aspect (west) extension. Two storey rear extension. Garage front aspect (north) moved forward with first floor over.	
	Response date	10 <sup>th</sup> July 2024	
	Agreed response	It was proposed by Cllr D Macdonald, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>264239</b> ) All members agreed.	

## 26. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.



**27. To note as listed: Planning Applications approved.**

The Committee noted planning applications approved as listed.

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
No objections	<b>P24/S1345/HH</b>	Single storey rear extension in place of conservatory.  <b>14 Tavy Close Didcot Oxon OX11 7XR</b>
No objections	<b>P24/S1386/HH</b>	Demolition of existing conservatory and construction of new single storey rear extension.  <b>26 Bowmont Water Didcot OX11 7GE</b>
No objections	<b>P24/S1313/HH</b>	First floor side extension, single storey rear extension.  <b>18 Wheatfields Didcot OX11 0BQ</b>
No objections	<b>P24/S1486/HH</b>	Demolition existing garage; erection single storey rear and side extension together with front porch.  <b>6 Slade Road Didcot Oxon OX11 7AP</b>
No objections	<b>P24/S1560/HH</b>	Proposed two storey side extension, internal alterations, demolition of existing conservatory and all associated works.  <b>41 High Street Didcot OX11 8EG</b>

**28. To note as listed: Planning Applications refused**

The Committee noted that no applications were refused.

**29. To note as listed: Planning Applications withdrawn**

The Committee noted that no applications were withdrawn.

**30. To note as listed: Planning Applications referred**

The Committee noted that no applications were referred.

The meeting closed at 20:42

Signed:

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Date:

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## Didcot Town Council

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### Minutes of the

# Planning and Development Committee

Tuesday 16th July 2024 at 7:30pm  
Main Hall, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

Cllr D Rouane (Chair)  
Cllr S Cole  
Cllr N Hards  
Cllr A Hudson  
Cllr L Hislop  
Cllr T Worgan (co-opted)

##### **Officers:**

A Guzinski (Planning and Estate Officer [minutes])

### **31. To receive apologies**

Apologies were received from Cllrs H Macdonald, S Nohre, and D Macdonald

Cllr L Hislop substituted for Cllr D Macdonald.

Cllr T Worgan substituted for Cllr H Macdonald.

Cllr S Nohre has informed the Committee via email of their decision to step down from the Planning and Development Committee, due to personal circumstances. The Committee thanked Cllr S Nohre for their contributions during the meetings.

No other apologies were received.

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to co-opt Cllr T Worgan as a temporary member of the Planning and Development Committee for the duration of the meeting.

All members agreed.

### 32. 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.

### 33. To approve the draft minutes of the meeting held on 25<sup>th</sup> June 2024 (attached)

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, and note them as such.

All members agreed.

### 34. Questions on the minutes as to the progress of any item

Cllr A Hudson has apologised for their absence from the last meeting, which was caused by the change of usual meeting dates.

The Committee accepted the apology.

No other questions were raised.

### 35. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received as listed below.

Item	Date received	Received from	Sent to Members	Details
5a)	28/06/2024	OCC	02/07/2024	To inform DTC about the OCC Local Flood Risk Management Strategy Consultation: <a href="#">Local Flood Risk Management Strategy consultation   Let's Talk Oxfordshire</a> .

The Committee requested for this consultation to be an item on the next Planning and Development Committee agenda.

### 36. Applications for certificates of Lawful Development and Information only

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

6a)	Application	<a href="#">P24/S2113/PDH</a>	6 Macdonald Close Didcot OX11 7BH
	Proposal	Replace existing conservatory with single story rear extension using prefabricated roof system.	

### 37. To comment on the Proposed Diversion of Didcot Footpath No. 20 (part) under Highways Act 1980 s.119

It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and **RESOLVED** to submit the following **comments**:

Didcot Town Council's Planning and Development Committee would like to note the changes as acceptable, however the Committee would like to see an inclusion of adequate signposting, as the new path changes direction on multiple occasions.

All members agreed.

### 38. To note the conversion of rear of building to a duplex apartment.

The Committee noted the conversion of the building to a duplex apartment.

### 39. To note the adoption of Unit A, Lower Broadway, Didcot (S278)

The Committee noted the adoption of Unit A, Lower Broadway.

### 40. To consider as listed: Planning Applications

10a)	Application	<a href="#">P24/S1776/HH</a>	47 Hagbourne Road Didcot OX11 8DP
	Proposal	Demolition of existing rear lean to and side conservatory. Erection of a part single part two storey side and rear extension. Formation of front porch.	
	Response date	17 <sup>th</sup> July 2024 (extended from 11 <sup>th</sup> July 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265005</b> ) All members agreed.	

10b)	Application	<a href="#">P21/S1580/MPO</a>	131-145 (odd) Blackthorn Road Didcot OX11 6EP
	Proposal	Application for the modification of planning obligation 08S35	
	Response date	17 <sup>th</sup> July 2024 (extended from 12 <sup>th</sup> July 2024)	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and <b>RESOLVED</b> to <b>object</b> to this application with the following <b>comments</b>:</p> <p>Didcot Town Council's Planning and Development Committee would like to object to this application. As far as the Committee understands, the modification of the Planning Obligation would reduce the number of affordable housing provisions.</p> <p>(Ref: <b>265006</b>) 5 members agreed, 1 member abstained.</p>	
10c)	Application	<a href="#">P24/S1987/FUL</a>	Former Julians Garage Station Road Didcot OX11 7NN
	Proposal	Change of use of land for car parking for a temporary period.	
	Response date	17 <sup>th</sup> July 2024 (extended from 16 <sup>th</sup> July 2024)	
	Agreed response	<p>It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application.</p> <p>(Ref: <b>265007</b>) 5 members agreed, 1 member abstained.</p>	
10d)	Application	<a href="#">P24/S2021/S73</a>	Ridgeway House 1A Hagbourne Road Didcot OX11 8DP
	Proposal	Variation of condition 2 (Bicycle Storage facilities) on application P21/S5378/FUL / APP/Q3115/W/22/3298682 (Change of use of the existing office to a large (Sui Generis) House in Multiple Occupation (HMO) with the addition of a rear dormer).	
	Response date	17 <sup>th</sup> July 2024	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and <b>RESOLVED</b> to submit the following <b>comments</b>:</p> <p>While the Committee has no objections, the Committee would like to question the need to change the previous planning condition after the original application has passed.</p> <p>(Ref: <b>265008</b>) All members agreed.</p>	
10e)	Application	<a href="#">P24/S2022/S73</a>	14 Haydon Road Didcot OX11 7JD
	Proposal	Variation of condition 2 (Bicycle storage facilities) on application P21/S3973/FUL Appeal Ref APP/Q3115/W/22/3296235 (The change of use of a dwelling house (C3) to a large 10-bedroom House in Multiple Occupation (Sui genesis) facilitated by two-storey side	

		extensions, a single-storey rear extension, and an extension to the dropped kerb to create additional parking).	
	<b>Response date</b>	19 <sup>th</sup> July 2024	
	<b>Agreed response</b>	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit the following <b>comments</b>:</p> <p>While the Committee has no objections, the Committee would like to question the need to change the previous planning condition after the original application has passed.</p> <p>(Ref: <b>265009</b>) All members agreed.</p>	
<b>10f)</b>	<b>Application</b>	<a href="#">P24/S2142/FUL</a>	Unit 8 Moorbrook Park Didcot OX11 7HP
	<b>Proposal</b>	Proposed installation of ventilation flue	
	<b>Response date</b>	29 <sup>th</sup> July 2024	
	<b>Agreed response</b>	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application.</p> <p>(Ref: <b>265010</b>) All members agreed.</p>	
<b>10g)</b>	<b>Application</b>	<a href="#">P24/S0201/HH</a>	1 Tavistock Avenue Didcot Oxon OX11 8NA
	<b>Proposal</b>	Erection of a two-storey rear extension and single storey rear extension. (Amended plans received 27 June 2024).	
	<b>Amendment</b>	No. 1 - dated 27th June 2024	
	<b>Response date</b>	23 <sup>rd</sup> July 2024	
	<b>Previous comments</b>	No objections	
	<b>Agreed response</b>	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application.</p> <p>(Ref: <b>265011</b>) All members agreed.</p>	

#### 41. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

#### 42. To note as listed: Planning Applications approved.

The Committee noted planning applications approved as listed.

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
No objections	<b>P24/S1594/HH</b>	Installation of air source heat pump. (Additional noise assessment details received 4 June 2024).  <b>4 Daniel Shepherd Avenue Didcot OX11 6BS</b>
No objections	<b>P24/S1346/HH</b>	Construction of single storey rear extension. (Additional plan received 26 June 2024).  <b>36 Icknield Close Didcot Oxon OX11 7AU</b>
No objections	<b>P24/S1569/HH</b>	Demolition of existing conservatory, erection of single storey rear extension  <b>28 Cromwell Drive Didcot Oxon OX11 9RB</b>
No objections	<b>P24/S1481/HH</b>	Proposed ground floor rear extension.  <b>36 Freeman Road Didcot OX11 7DD</b>
No objections	<b>P24/S1592/HH</b>	Single storey rear extension and infill porch to front.  <b>10 Calder Way Didcot OX11 7QG</b>
No objections	<b>P24/S1682/FUL</b>	Installation of mezzanine floor for retail sales and/or storage purposes (as amended by drwgnos 11423-41-F-P01 C and 11423-41-F-P02 C to reduce size of mezzanine received on 11 June 2024).  <b>Unit 41 and Unit 42 The Orchard Centre Didcot OX11 7LL</b>
No objections	<b>P24/S1291/HH</b>	Extension to existing roof and dormer. (Amended Certificate of Ownership received 20 May 2024). (Amended plans removing gutter overhang received 29 May 2024).  <b>39 Manor Road Didcot OX11 7JZ</b>



**43. To note as listed: Planning Applications refused**

The Committee noted that no applications were refused.

**44. To note as listed: Planning Applications withdrawn**

The Committee noted that no applications were withdrawn.

**45. To note as listed: Planning Applications referred**

The Committee noted that no applications were referred.

**46. To receive an update on the Neighbourhood Plan.**

The Planning and Estate Officer informed the Committee that Cllr L Hislop had requested to step down from the Neighbourhood Plan Group, and subsequently requested to remove their name from any previous, current, and future documents.

The Planning and Estate Officer will amend any drafts and documents submitted to the Committee with the name removed.

The Committee noted the update.

The meeting closed at 20:01

Signed:

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Date:

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## Didcot Town Council

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### Minutes of the

### **Planning and Development Committee** Wednesday 7th August 2024 at 7:30pm All Saints Room, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

Cllr D Rouane (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr N Hards  
Cllr A Hudson  
Cllr D Macdonald  
Cllr C Jennings

##### **Officers:**

A Guzinski (Planning and Estate Officer [minutes])

##### **Public:**

8 members of the public attended the meeting.  
Cllr A Jones attended the meeting as a resident.

#### **47. To receive apologies**

Apologies were received from Cllrs S Cole and S Nohre.

Cllr C Jennings substituted for Cllr S Nohre.

No other apologies were received.

#### **48. 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.

**49. To approve the draft minutes of the meeting held on 16<sup>th</sup> July 2024 (attached)**

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

Four members agreed, one member voted against, one member abstained.

**50. Questions on the minutes as to the progress of any item**

Cllr H Macdonald queried the wording of minute 46, whereby Cllr L Hislop has requested their name to be withdrawn from any future, current, and previous documents relating to the Neighbourhood Plan Group.

The Planning and Estate Officer explained that this request has been approved by the Town Clerk, as it has been requested on appropriate conditions.

Cllr H Macdonald questioned whether the statement in Minute 46 about the removal of a Councillor's name from previous documents was permissible.

Cllr D Rouane will discuss the matter with the Town Clerk after the meeting.

Cllr H Macdonald objected to the previous minutes being accepted.

No other questions were raised.

**PUBLIC PARTICIPATION**

Cllr D Rouane suspended the Standing Orders to allow the public to address the Committee.

All members agreed.

Four members of the public wished to address the Committee. All four members wished to speak regarding item 8f).

Cllr A Jones spoke on behalf of the resident who have emailed in to express their objections to this application. Cllr A Jones stated that the proposed development would not match the existing houses and would appear massively out of character with the surrounding area. Cllr A Jones pointed out that there were several inconsistencies with the sustainability checklist, whereby the checklist included solar PV panels and air source heat pumps, however the application did not show their inclusion or proposed locations.

Cllr A Jones further stated that there is no adequate foul water disposal plan provided, and that the area is very prone to flooding, including the existing sewage systems, which would be inadequate to support the additional dwellings.

Cllr A Jones also stated that the access lane is in very poor condition and would not be able to support the on-site construction traffic. The Lydalls Close area was also identified as a temporary school street, with potential for the scheme to become permanent.

Cllr A Jones briefly spoke about the access to the site and outlined the poor condition of one of the access routes.

Cllr A Jones also highlighted the previous refusals for planning permission for smaller-scale developments in this area and felt that this should be objected to more thoroughly. Cllr A Jones closed their speech by outlining the net loss of biodiversity and habitat, as well as a local green, should the development be approved.

Cllr D Rouane thanked Cllr A Jones and invited the next speaker.

The first member of the public introduced themselves and mentioned that they lived very close to the proposed development area.

The resident also spoke on behalf of the local community, some of whom attended the meeting without wishing to address the Committee. The local community have also created a petition to object to this development, which gathered 84 signatures at the time of the meeting.

The resident echoed the previous concerns and added that the primary access to the site goes through an unadopted access road.

The resident also emphasized the importance of the area being classed as a “conservation area” and expressed their disappointment with the District Council’s management of the local conservation areas.

The resident explained that this area was the only green space available to the local community, and previous development proposals were heavily objected to, and subsequently refused – in total, between 4/5 previous attempts have been refused.

The resident also spoke regarding the character of area and explained that this proposal would not be in-keeping with the area, with a negative impact on the overall appearance and character of the area should the development go ahead. The

resident also highlighted the fact that none of the proposed dwellings would be classed as affordable housing.

The resident also noted that the developers have planned to offset the biodiversity loss by creating off-site gains, however the residents felt that there would be no appropriate space to create additional green areas within Didcot.

The resident also raised concerns regarding the impact on the existing traffic, and the impact on water run-off. The resident also stated that the up keep of the existing buildings has been quite difficult, however the Council should have additional rights to repair or replace the buildings within the conservation area.

The resident closed their speech by explaining that Didcot does not have a current appraisal of historic areas.

Cllr D Rouane enquired whether the residents objected to ANY development within the area, or just the NATURE of the current proposal.

The resident stated that the group is objecting to ANY development within the green area.

Cllr D Rouane thanked the resident and invited the second participant to speak.

The second member of the public introduced themselves and echoed all previous comments.

The resident has explained that this conservation area was unique within the entire district, with its historic setting and the tranquillity it provides to the local community.

The resident also emphasised that this proposal would be an overdevelopment, and would significantly alter the character of the area, as well as block the historic buildings, and have a negative impact on traffic. The resident also briefly mentioned the access to the site and echoed previous comments on the topic.

Cllr H Macdonald asked whether a Neighbourhood Plan would be beneficial to protect the area.

The resident stated that they were not sure, as this is private land, and at the moment, the impact that a Neighbourhood Plan would have on the area is not clear.

The resident also stated that they felt strongly that this proposal would be rejected, as evidenced by previous refusals.

Cllr D Rouane thanked the resident and invited the third member of the public to speak.

The third member introduced themselves and explained that the community were looking into a possibility of generating funds to purchase or rent the land for the community to enjoy.

The Planning and Estate Officer explained that should the land be purchased, it could be proposed to list the area as an Asset of Community Value, or a Village Green Status.

Cllr D Rouane thanked the members of the public for their time and comments and reinstated the Standing Orders.

Cllr D Rouane proposed for item 8f) to be moved out of order and discussed first.

All members agreed.

8f)	Application	<a href="#">P24/S2273/FUL</a>	Land between Manor Road and Lydalls Close Didcot
	Proposal	Development of three detached houses and garages.	
	Response date	13 <sup>th</sup> August 2024	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and <b>RESOLVED to object</b> to this application with the following <b>comments:</b></p> <p>Didcot Town Council’s Planning and Development Committee would like to object to this application for the following reasons:</p> <p>The proposed development will have a severe, negative impact on the character of the area, and alter the overall appearance of the landscape within the conservation area. The proposed houses are not in-keeping with the surrounding area and are an overdevelopment of this quiet piece of green space.</p> <p>The proposed development would also have a severe and negative impact on the local flooding, as the Lydalls Road area is already prone to flooding. This development will negatively impact the existing drainage, which appears to be damaged. The green area is able to soak up some of the rain water, however with a new development, this area will not be able to provide as much flood protection.</p> <p>The proposed development will also have a severe and negative impact on the local wildlife – the development will result in major net</p>	

		<p>loss of biodiversity, and off-site gains are not the appropriate solution, and should not be used as the primary solution. The current planning policy states that any new development should result in a 10% increase in net biodiversity.</p> <p>(Ref: <b>265850</b>) All members agreed.</p>
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Cllr D Rouane resumed the agenda in order.

**51. To note as listed: correspondence received regarding planning matters**

The Committee noted the correspondence received as listed below.

Item	Date received	Received from	Sent to Members	Details
5a)	23/07/2024	Real Estate Comms	23/07/2024	To inform DTC about the consultation regarding the proposed redevelopment of the brownfield site on Abingdon Road, Didcot.
5b)	26/07/2024	Thames Water	26/07/2024	To inform DTC about the update on the Clay Compaction Trial on the Abingdon Reservoir proposal.

The Committee requested to invite the Real Estate Comms team to the next Planning and Development Committee meeting to discuss the proposal prior to the application being made.

**52. To comment on the Oxfordshire County Council Local Flood Risk Management Strategy**

It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and **RESOLVED** to not submit a collective comment, and instead send out individual comments.

All members agreed.

**53. Applications for certificates of Lawful Development and Information only**

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

7a)	Application	P24/S2175/LDP	<b>11 Cronshaw Close Didcot OX11 7JT</b>
	Proposal	Use of the land for siting a mobile home for use ancillary to the main dwelling.	
7b)	Application	P24/S2157/LDP	<b>8 Buckingham Close Didcot OX11 8TX</b>
	Proposal	Single storey lean to rear extension of 3m from the existing rear wall.	
7c)	Application	P24/S2329/LDP	<b>27 Church Street Didcot OX11 8DQ</b>
	Proposal	Change of use from residential (C3) to HMO (C4).	

#### 54. To consider as listed: Planning Applications

8a)	Application	<a href="#">P24/S2140/HH</a>	45 Churchill Road Didcot OX11 7BU
	Proposal	Erection of boxy-style front dormer.	
	Response date	8 <sup>th</sup> August 2024 (extended from 2 <sup>nd</sup> August 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr D Macdonald, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265844</b> ) All members agreed.	
8b)	Application	<a href="#">P24/S1405/HH</a>	4 Darcey Lode Didcot OX11 7UB
<b>CONSULTED VIA EMAIL</b>			
	Proposal	First floor extension over existing garage. (As amended by information received July 2024).	
	Amendment	No. 1 - dated 9th July 2024	
	Response date	25 <sup>th</sup> July 2024	
	Previous comments	No objections	
	Agreed response	The Committee did not respond to this application.	
8c)	Application	<a href="#">P24/S2178/HH</a>	55 Abingdon Road Didcot OX11 9BY
	Proposal	Installation of a new Air Source Heat Pump located in the rear side of the property.	
	Response date	8 <sup>th</sup> August 2024 (extended from 2 <sup>nd</sup> August 2024)	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265845</b> ) All members agreed	
8d)	Application	<a href="#">P24/S2183/HH</a>	39 Arndale Beck Didcot OX11 7SU
	Proposal	Two storey side & rear extension	
	Response date	8 <sup>th</sup> August 2024 (extended from 2 <sup>nd</sup> August 2024)	



	<b>Agreed response</b>	It was proposed by Cllr N Hards, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265846</b> ) All members agreed	
8e)	<b>Application</b>	<a href="#">P24/S2239/FUL</a>	88 Abbott Road Didcot OX11 8HY
	<b>Proposal</b>	Erection of two houses with associated parking following demolition of existing garages.	
	<b>Response date</b>	9 <sup>th</sup> August 2024	
	<b>Agreed response</b>	It was proposed by Cllr A Hudson, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265847</b> ) All members agreed	
8g)	<b>Application</b>	<a href="#">P24/S2337/HH</a>	19 Wantage Road Didcot OX11 0BS
	<b>Proposal</b>	Single storey rear extension.	
	<b>Response date</b>	14 <sup>th</sup> August 2024	
	<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265848</b> ) All members agreed	
8h)	<b>Application</b>	<a href="#">P24/S0190/FUL</a>	32-34 Wantage Road Didcot OX11 0BT
	<b>Proposal</b>	Change of use and alterations to form two ancillary staff living accommodation bedrooms and associated works. (As clarified by Agent's email dated 10 April 2024 and as further clarified by rebuttal Briefing Note 1 from Entran Transportation received on 3 July 2024).	
	<b>Amendment</b>	No. 2 - dated 3rd July 2024	
	<b>Response date</b>	7 <sup>th</sup> August 2024	
	<b>Previous comments</b>	<p>Didcot Town Council's Planning and Development Committee would like to continue their previous objections, and supports the comments made by the Highways Team.</p> <p>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.</p>	
	<b>Agreed response</b>	It was proposed by Cllr A Hudson, seconded by Cllr C Jennings, and <b>RESOLVED</b> to <b>continue the previous objections</b> to this application. Didcot Town Council's Planning and Development Committee would like to continue their previous objections, as they feel that the previous objections were not adequately addressed. (Ref: <b>265834</b> ) Five members agreed, one member voted against.	
8i)	<b>Application</b>	<a href="#">P24/S2357/HH</a>	6 Box Tree Lane Didcot OX11 6HS
	<b>Proposal</b>	Loft conversion with side dormer and skylights.	
	<b>Response date</b>	19 <sup>th</sup> August 2024	

	<b>Agreed response</b>	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>265849</b> ) All members agreed
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**55. To note as listed: Planning Appeals.**

The Committee noted that no applications were appealed.

**56. To note as listed: Planning Applications approved.**

The Committee noted planning applications approved as listed.

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
Didcot Town Council's Planning and Development Committee would like to support the comments raised by the South and Vale Forestry Team. The Committee also noted the incorrect address and location being included in the correspondence with the Ecologist.	P24/S1129/S73	Variation of condition 1 (Approved plans), 2 (Tree Protection (Detailed) and 3 (Tree pits design) on application P22/S3532/RM (All outstanding Reserved Matters (appearance, landscaping, layout and scale) for the erection of 150 residential dwellings with associated parking, landscaping, country park, equipped and informal open spaces and associated infrastructure and works pursuant to outline permission P20/S1577/O)  <b>Land at Lady Grove Didcot OX11 9BP</b>
No objections	P24/S1492/FUL	Erect an external staircase and edge protection on the roof of the cornerstone arts centre to allow access to the roof as part of the public sector decarbonisation scheme (PSDS). The council have secured a government grant to install air source heat pumps and solar panels. The staircase and edge protection is required to allow prospective contractors access to the roof.

		<b>Cornerstone Arts Centre 25 Station Road Didcot Oxfordshire OX11 7NE</b>
No objections	P24/S1258/HH	Single and two storey extensions (amended plans to remove 2 car parking spaces and include cycle spaces received 17 June 2024).  <b>24 Slade Road Didcot OX11 7AT</b>
No objections	P24/S1535/FUL	New high ball stop fencing around driving range outfield.  <b>Wallingford Road Didcot Oxfordshire OX11 9BJ</b>
No objections	P24/S1420/FUL	Change of use to residential Family Residential Centre. (As amplified by Noise Management Plan and Parking Statement received on 14 May 2024).  <b>6 Park Road Didcot OX11 8QW</b>
No objections	P24/S1776/HH	Demolition of existing rear lean to and side conservatory. Erection of a part single part two storey side and rear extension. Formation of front porch.  <b>47 Hagbourne Road Didcot OX11 8DP</b>
No objections	P24/S1987/FUL	Change of use of land for car parking for a temporary period.  <b>Former Julians Garage Station Road Didcot OX11 7NN</b>
No objections	P24/S1405/HH	First floor extension over existing garage. (As amended and clarified by revised drawings and information received July 2024).  <b>4 Darcey Lode Didcot OX11 7UB</b>
Didcot Town Council's Planning and Development Committee would like to see a clarification of which access road will	P23/V2693/FUL	The demolition of a conservatory and construction of a single-storey extension (in place of the conservatory), construction of an access road, change of use from a 5-

<p>be used, as per the comments made by the Highways Team.</p>		<p>bedroom house (Use Class C3) to a 9-bedroom/10-person HMO (Sui Generis), and installation of 9no. solar panels on the roof. (As amended by plans received 15 April 2024 altering extension and adding solar panels, reducing bedrooms from 10 to 9, additional access details and additional arboricultural report, and as amended by site plan and arboricultural report received 20 June 2024)</p> <p><b>Zulu Farmhouse Didcot Road Harwell Didcot OX11 6DN</b></p>
<p>No objections</p>	<p>P23/S4151/FUL</p>	<p>Full planning application for the erection of a flexible commercial unit (Use Classes E(a) and/or E(b) and/or hot-food takeaway (Sui Generis)), hard and soft landscaping and associated works. (Additional ecological, drainage, transport, and landscaping information received 20 June 2024).</p> <p><b>Hadden Hill Retail Park Didcot OX11 9DA</b></p>
<p>No objections</p>	<p>P24/S1707/HH</p>	<p>Erection of a ground and first floor side / rear extension and loft conversion. Demolition of existing outbuilding and erection of a detached garden room / store and related alterations. (Amended Certificate of Ownership received 11 June 2024)</p> <p><b>13 East Street Didcot OX11 8EJ</b></p>

**57. To note as listed: Planning Applications refused**

The Committee noted that no applications were refused.

**58. To note as listed: Planning Applications withdrawn**

The Committee noted that no applications were withdrawn.

**59. To note as listed: Planning Applications referred**

The Committee noted that no applications were referred.

**60. To receive an update on the Neighbourhood Plan.**

Cllr H Macdonald stated that there were no updates on the current plan, however the Committee briefly discussed the documents required to complete the creation of the working group, which included the Terms of Reference and a cost breakdown.

The meeting closed at 20:45

Signed: \_\_\_\_\_

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

## Didcot Town Council

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### **Finance and General Purposes Committee**

22<sup>nd</sup> July 2024 at 7.45pm

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 G Ryall  
Councillor J Loder  
Councillor D Aragao  
Councillor N Hards

#### **Officers:**

Mrs J Wheeler – Town Clerk (TC)  
Mrs L Blake – Deputy Town Clerk (DC)

Emma Northwood – Representative from Air IT

#### **26. To receive apologies**

No apologies were received. Cllr J Broadbent was absent.

#### **27. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct**

No declarations were made.

#### **28. To agree the Minutes of the meeting held on 17<sup>th</sup> June 2024**

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

#### **29. Questions on the Minutes as to the progress of any item**

There were no questions.

#### **30. To review and approve the financial reports for May 2024**

The Town Clerk explained that Officers were still waiting on the results of several s106 applications to the District Council. These amount to approximately £130,000. Officers have had to provide a lot more detailed information than anticipated.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to approve the financial reports for May 2024. The vote was unanimous.

**31. To note the expenditure on the Splash Pad**

The Committee noted the expenditure of £484,619 to date. The project is still within budget and on course to open at the end of July 2024.

**32. To note the appointment of DCK Accounting Solutions to perform the VAT partial exemption calculations for 2023-2024**

The Committee noted the appointment of DCK Accounting Solutions to perform the VAT partial exemption calculations for the 2023-2024 financial year. The cost will be £465 + vat.

**33. To approve a quote of £1,300 for pitch marking using a robot and GPS system**

The Committee considered the report which explained that only two members of the outdoor team are currently trained to carry out the initial pitch marking. Other members could learn but this would take time.

It was proposed by Cllr T Worgan, seconded by Cllr G Roberts, and RESOLVED to approve the quote for the initial pitch marking for this year using a robot and GPS system, at a cost of £1,300, on the condition that a report be presented to the Environment and Climate Committee on carrying out this work in future, in house. All members agreed.

This cost would come from cost centre 307/4041 'Grounds Maintenance'.

**34. To review the progress report**

The Committee reviewed the report.

No communication has been received from Restore. It was decided that the Town Clerk would write to Restore again regarding the use of the allotment spaces.

It was proposed by Cllr T Worgan to suspend Standing Orders to allow Emma Northwood, the representative from Air IT, to address the Committee on the potential cyber protection quote. All members agreed.

Emma Northwood presented Air IT's quote for Endpoint cyber security to the Committee and explained the various safety aspects included, such as 24/7 support and additional training for staff and Councillors. She explained that Sentinel One offers additional security to Anti-Virus systems, and this software encrypts and quarantines threats before they are exposed. The software would continually learn from the users of the devices.

Emma then invited questions from the members.

Cllr G Ryall expressed his concerns regarding false positives, for example, should the Council undertake a task which is normally carried out once a year, would the software consider this a threat? Emma explained that the work would be 'flagged' and held, but the 'human element' would enable the work to be released.

Cllr G Ryall enquired about the Security Operation Centre (SOC) – is this subcontracted, or managed 'in house'? Emma explained that the SOC is managed

'in house' during regular working hours and managed by a company in the USA during out of hours.

This led Cllr G Ryall to ask if the training would be carried out on the Town Council's devices, or with data being sent to USA? Emma could not answer this question but would update the Committee when she confirmed the answer.

Cllr G Ryall asked if Air IT recognises the difference between companies and Councils, as the threat profile can be very different. Would training be more appropriate? Emma explained that the software would stop the threat at the entry point, giving added security, whilst Air IT would offer training to staff and Councillors to help recognise threats.

Cllr D Aragao asked if another company could manage the Sentinel One software. Emma confirmed that they could.

Cllr J Loder asked if routine updates and downloads would be flagged as threats. Would the software be able to identify periodic updates? Emma confirmed that the software would need time to learn.

Cllr N Hards explained that the Town Council routinely received communication from people with no connection to the Council. Would these communications be blocked? Emma confirmed they would not.

Cllr T Worgan asked why should the Town Council choose Air IT over any competitors for this cyber security? Emma explained that Air IT have been working with Didcot Town Council for several years and understands the Town Council's needs.

Members thanked Emma Northwood for the presentation, and she left the meeting. Standing Orders were re-instated.

### **35. 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.

It was proposed by Cllr T Worgan to consider agenda item 11 – to review the cyber protection quote, first. All members agreed.

### **36. To review the cyber protection quote**

The Councillors were wary of taking on new software due to the recent Cloud Strike issue and the huge impact this has had on everyday activities and the world's economy. The staff were asked to explore all options open to the Council and to look at software used by other similar-size Town Councils.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and **RESOLVED** to not accept the quote for the Sentinel protection at this time until further research was carried out. The vote was unanimous.



**37. To note the confidential minutes of the CCTV meeting held on 6<sup>th</sup> June 2024**

The Committee noted the minutes.

Cllr N Hards asked that the District Council be made aware of the incorrect spelling of Edmonds Park.

**38. To clarify the CCTV proposals from SODC and possible procurement path**

It was proposed by Cllr T Worgan, seconded by Cllr N Hards, and RESOLVED to approve the cost of the two additional CCTV cameras at a cost of approximately £13,700 (+ VAT). The vote was unanimous.

Most of the cost would be taken from cost centre EMR 351 (£13,405 remaining).

**39. To consider the appointment of Infrastructure Managed Services Ltd being “re-branded” as Sherwood Maintenance Ltd**

The Committee noted the reports and considered the recommendations from the Town Clerk. It was proposed by Cllr T Worgan, seconded by Cllr J Loder and RESOLVED to write to both companies following legal advice.

Vote: IN FAVOUR: 5, AGAINST: 0, ABSTENTIONS: 1.

For the remainder of this year, it was agreed that the outdoor team would attempt to carry out as much of the cutting of the verges as they are confident to do. The hire of equipment would be needed to enable the team to do this, and costs would be made available to members as soon as they are received.

This would be reviewed again at the end of 2024.

**40. To review the contract renewal proposal for the office telephones**

The Committee reviewed the proposal. It was proposed by Cllr J Loder, seconded by Cllr T Worgan, and RESOLVED to enter a 12-month contract for the office telephones and investigate other options during this time. The vote was unanimous.

The meeting closed at 9.17pm.

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

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

## Didcot Town Council

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### **Finance and General Purposes Committee**

19<sup>th</sup> August 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 G Ryall  
Councillor J Loder  
Councillor J Broadbent  
Councillor N Hards  
Councillor C Jennings

#### **Officers:**

Mrs J Wheeler – Town Clerk (TC)  
Mrs L Blake – Deputy Town Clerk (DC)

#### **41. To receive apologies**

Apologies were tendered from Cllr D Aragao. Cllr C Jennings substituted. All other members were present.

#### **42. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's code of conduct**

No declarations were made.

#### **43. To agree the Minutes of the meeting held on 22<sup>nd</sup> July 2024**

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

#### **44. Questions on the Minutes as to the progress of any item**

There were no questions.

#### **45. To review and approve the financial reports for June 2024**

The Town Clerk stated that it was important to note that the figures covered services and facilities up until the end of June. The actual up to date figure of the outstanding

debtors is £12,098 as opposed to the £16,417.53 figure on the Sales Ledger Aged Accounts Balances document.

It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and RESOLVED to approve the financial reports for June 2024. The vote was unanimous.

**46. To note the expenditure on the Splash Pad**

Cllr J Loder declared that although he had no direct pecuniary interest in the Splash Pad, he does work for Thames Water.

The Committee noted the expenditure of the construction of the Splash Pad £539,787.86 (inc VAT) to date and the running costs – the costs did not include staffing. The s106 grant of £94,993.41 and has been approved and the agreement is being considered. Work by Thames Water to establish the correct size water connections would commence in the autumn.

Members discussed the future of the Splash Pad and were keen to ensure it is open for as long as possible, subject to staffing provisions. The Committee requested a report be presented at the October meeting, detailing costs for the running of the Splash Pad, to enable members to make an informed decision on the future management of the facility.

**47. To review the 2024 – 2025 budget report**

Members reviewed the budget report. The Town Clerk explained the report was slightly longer than it needed to be due to the recent change in the cost centres. Cllr C Jennings queried item 150/4401 (page 7.6) the £10,000 grant awarded to Ed Fest organisers, and asked if DTC should request for this sum to be returned as the event did not take place this year. Members felt that this was an appropriate ask. The Chair asked the Town Clerk to write to the Ed Fest organisers to request the return of the grant money and ask for confirmation of their intentions for the event, for this year.

**48. To approve the budget timetable for the 2025 – 2026 financial year**

Members considered the proposed budget timetable for the 2025-2026 financial year. It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the budget timetable. The vote was unanimous.

- Members noted the amended date for the September meeting of the Finance and General Purposes Committee. This has now been changed to 30<sup>th</sup> September 2024 due to a conflict with SODC's Scrutiny meeting.

**49. To note the appointment of Auditing Solutions to carry out the internal audit for the 2024 – 2025 financial year**

The Committee noted the appointment of Auditing Solutions for the internal audit for the 2024-2025 financial year.

**50. To discuss ideas for VE Day – 8<sup>th</sup> May 2025 – 80-year anniversary**

Members discussed various ideas to commemorate the 80<sup>th</sup> anniversary of VE Day in 2025. These included family events, picnics, and an additional memorial march from the newly uncovered cross in Edmonds Park. QR codes with resident's memories were also discussed as suitable commemorations.

It was proposed by Cllr G Ryall, seconded by Cllr J Broadbent, and RESOLVED to task the Finance and General Purposes Committee with suggesting a budget for

these activities for 2025, the Environment and Climate Committee to consider family events in the open spaces, and the Property and Facility Committee to consider additions to the Remembrance Parade and any events to be held in the Civic Hall. All members agreed.

**51. To review the progress report**

The Committee reviewed the report.

CCTV is progressing. Members enquired as to whether CCTV in Edmonds Park could be included with the current monitoring. The Town Clerk stated that she did not think this would be possible as the current monitoring is for the centre of town but would confirm this with SODC.

The Town Clerk has drafted a letter to Restore regarding unused allotment spaces.

Cllr C Jennings enquired about basic data protection training for Cllrs and staff. Cllr G Ryall suggested looking at the National Cyber Security Centre website as they may offer or have advice on sector specific training.

**52. 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.

**53. To receive an up-date on the grass cutting situation**

Members received the update.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and **RESOLVED** to support the Town Clerk's recommendation, subject to legal advice, and cancel the current verge cutting contract. The vote was unanimous.

**54. To consider a quote to assist the outdoor team with the grass cutting for this season and to prepare the verges for next year**

Members considered the quote to aid the outdoor team with two cuts later in the year, totalling £9,900. Discussions were had regarding working with SODC and OCC to provide maps for residents detailing ownership and responsibility of land in Didcot. It was proposed by Cllr T Worgan, seconded by Cllr J Loder, and **RESOLVED** to accept the quote and recommend this be ratified at Full Council on 2<sup>nd</sup> September 2024. The vote was unanimous.

**55. To review the contract renewal proposal for the office telephones**

Members reviewed the contract renewal proposal. It was proposed by Cllr G Ryall, seconded by Cllr J Broadbent, and **RESOLVED** to accept the renewal price of £134.70 per month for a 12-month period. This would be reviewed again in early 2025. The vote was unanimous.

**56. To receive the confidential S106 agreement for funding for splash pad**

The Committee noted the draft s106 agreement.

The meeting closed at 8.45pm.

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

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

DRAFT

# Didcot Town Council

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## **Recommendation from Finance and General Purposes Committee to Full Council**

2<sup>nd</sup> September 2024

Report author: Lucy Blake



## **Draft budget timetable – 2025–2026 financial year**

### **Introduction**

1. This report presents a draft budget timetable for the 2025-2026 financial year.

### **Recommendation**

2. That the Committee considers and agrees the budget timetable for each Committee where decisions must be made future projects including estimates on income and expenditure for 2024-2025. Please note that the Planning and Development Committee feeds its projects to the Environment & Climate Committee and F&GP Committee.

### **Background**

#### 1<sup>st</sup> round of budget consideration

Personnel & Administration Committee  
Property & Facilities Committee  
Environment & Climate Committee  
Finance & General Purposes Committee

7<sup>th</sup> October 2024  
25<sup>th</sup> September 2024  
16<sup>th</sup> September 2024  
30<sup>th</sup> September 2024

#### 2<sup>nd</sup> round of budget consideration

Personnel and Administration Committee  
Property & Facilities Committee  
Environment & Climate Committee  
Finance & General Purposes Committee

2<sup>nd</sup> December 2024  
27<sup>th</sup> November 2024  
18<sup>th</sup> November 2024  
25<sup>th</sup> November 2024

### **Recommendation**

It is planned to have the final budget and precept recommendation ready for the F&GP Committee meeting on 16<sup>th</sup> December 2024. This will be presented for approval at the Council meeting on 6<sup>th</sup> January 2025.

## Legal and Risk Implications

3. The Accounts and Audit Regulations require local councils to operate a robust budget. Evidence needs to be recorded that the Council has considered and debated the future budgetary programme for the 2025-2026 financial year.

Lucy Blake  
Deputy Town Clerk

## Didcot Town Council

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



### **DRAFT Minutes**

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

#### **PRESENT**

##### **Councillors:**

Cllr G Roberts (Chair)  
Cllr K Morrison (Deputy Chair)  
Cllr A Macdonald  
Cllr A Hudson  
Cllr S Cole

##### **Officers:**

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

Four members of the public attended.

#### **11. To receive apologies**

Apologies were received from Cllr J Broadbent. Cllr Z Mohammed was absent.

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

No declarations of interest were received.

#### **13. To agree the minutes of the meeting held on 15<sup>th</sup> May 2024 as a true and correct record**

It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such. All members agreed.

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

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

There were no questions.



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

The progress report was omitted from the agenda, but the DC gave a verbal update on most items as listed.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and RESOLVED to suspend standing orders to allow a member of the public to address the Committee. All members agreed.

The member of the public addressed the Committee on their decision-making process. They wanted to ensure that members considered environmental and mental health impacts when making decisions, as opposed to just financial.

Members responded to this and confirmed that many factors are considered when decisions are made. This could be made clearer in the minutes of each meeting.

The Chair thanked the member of the public for their participation and Standing Orders were re-instated.

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

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

#### Parks – General

The OSM updated the Committee on the progress of the new teen area in Edmonds Park – this is ahead of schedule and is due to be completed and signed off by w/c 22<sup>nd</sup> July 2024.

The newly installed sandpit and castle is already very popular and being well used. The outdoor team will continue to inspect the sand, as they do with the other sandpits, to ensure that it poses no risks to visitors.

#### 14. Cemetery

The Committee considered the memorial bench application for the Kynaston Road cemetery. Although the bench is very different to the usual wooden style benches already in place at the cemetery, members would approve it on the condition that suitable anchors could be found.

It was proposed by Cllr K Morrison, seconded by Cllr S Cole and RESOLVED to approve the wood and iron bench, provided it could be securely installed at the cemetery. All members agreed.

#### 17. Ladygrove Mounds

The OSM asked the Committee to consider hiring a robotic grass cutting machine to cut the grass on the mounds in Ladygrove. This would cost £950 (+ VAT) per week, as opposed to £1,950 (+ VAT) to hire a contractor to carry out the work.

It was proposed by Cllr G Roberts, seconded by Cllr A Macdonald, and RESOLVED to approve the hire of the robotic grass cutting machine at £950 (+ VAT) per week – to be taken from cost centre 332/4041 ‘Grounds Maintenance’. All members agreed.

18. Marsh Rec

The OSM confirmed that the roundabout in Marsh Recreation Ground had stopped working and needed to be repaired.

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and RESOLVED to approve the £1,876 (+ VAT) cost to carry out these repairs. All members agreed.

This cost will come from cost centre 341/4045 ‘Grounds Maintenance’.

The OSM informed the Committee that the urgent remedial works taking place at the Skate Park, had been completed.

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

The Committee noted the pre-approved applications and considered one application for Ladygrove Lakes.

Smallbone Rec:

<b>a. Event Name</b>	Ladybird Pre-School Summer Fete - <b>APPROVED</b>
<b>Organiser(s)</b>	Ladybird Pre-School
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Saturday 13 <sup>th</sup> July 2024
<b>Time</b>	11am-5pm
<b>Details</b>	Summer fete to raise funds for the preschool to support low income and disadvantaged children.
<b>Decision</b>	It was RESOLVED to APPROVE this event application via email, prior to the meeting. There would be no charge.
<b>b. Event Name</b>	
	Picnic - <b>APPROVED</b>
<b>Organiser(s)</b>	Sustainable Didcot
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Tuesday 23 <sup>rd</sup> July 2024
<b>Time</b>	12.30pm – 2.00pm (time on site – 90 minutes)
<b>Details</b>	Small picnic in Smallbone Park with a focus of being plastic free and environmentally sustainable. All participants will bring their own food.
<b>Decision</b>	It was RESOLVED to APPROVE this event application via email, prior to the meeting. There would be no charge.

Ladygrove Park:

<b>a. Event Name</b>	Litter bug trail - <b>APPROVED</b>
<b>Organiser(s)</b>	SODC's waste team
<b>Charity or not-for-profit organisation?</b>	
<b>Date</b>	20 <sup>th</sup> July – 11 <sup>th</sup> August 2024
<b>Time</b>	Anytime
<b>Details</b>	Open to anyone – A trail of 13 posters with waste themed questions, the answers spell out a special word that can be emailed to the waste team and the participant receives a certificate.
<b>Decision</b>	It was RESOLVED to APPROVE this event application via email, prior to the meeting. There would be no charge.

Ladygrove Lakes:

<b>a. Event Name</b>	Wildlife Trusts educational display
<b>Organiser(s)</b>	The Wildlife Trusts
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Saturday 3 <sup>rd</sup> – Sunday 4 <sup>th</sup> August 2024
<b>Time</b>	10am – 4pm
<b>Details</b>	Will use display boards to promote Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust. This will include advice on wildlife gardening, volunteering and membership with the Trust. They will also have information on their Childrens Wildlife Watch Club.
<b>Decision</b>	It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and RESOLVED to <b>approve</b> this event. All members agreed. There would be no charged.

### **17. To consider future options for the Ladygrove Skate Park report and recommendations to the Committee**

The Committee considered the options for the Skate Park.

Every member agreed that the Skate Park was a wonderful asset for the town and is very popular with Didcot residents, as well as those from the surrounding areas and felt that the facility should be replaced in the coming years.

The OSM suggested a long-term option: relocating and replacing the play equipment in the park (due to flooding in the winter months), relocating and replacing the skate park to within the play area, whilst at the same time fixing any drainage issues, then potentially look at constructing a bike track in the open green space. This work would be subject to agreement by Full Council, successful funding, planning permissions and agreement with SODC as the land is leased from the District Council.

Cllr A Macdonald suggested that any new facility should be made inclusive.

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and RESOLVED to recommend that Full Council consider a replacement of the skate park and investigate options for the area in more detail. This will include location options, consultations, costs, and funding opportunities. Cllr K Morrison was happy to provide support on this.

All members agreed.

**18. To note the Ladygrove Management Working Group meeting notes from the meeting held on 18<sup>th</sup> April 2024**

The Committee noted the meeting notes.

The OSM confirmed that the outdoor team had already carried out a lot of work cutting back vegetation at the lakes, which, in his opinion, has helped the lake maintain its own oxygen levels.

The repairs to the aerator will be carried out on 31<sup>st</sup> July 2024.

**19. To discuss what the Committee might wish to achieve this year and suggest ideas for future projects – *deferred from last meeting***

The Committee considered future project ideas:

- Bumble Bee Pods

Cllr A Macdonald asked the Committee to consider installing these on the allotment sites to encourage biodiversity.

- Investigate water for the Ladygrove Lakes

Cllr A Macdonald explained that additional water at the lakes had been an issue in the past and it was important that this continued to be investigated.

- Do not feed Geese signs for the lakes

Cllr S Cole explained that he has witnessed families feeding bread to the geese, between the lakes and this should be discouraged.

It was confirmed that there already 'do not feed the duck' signs installed at the lake, but more could be placed.

- Ideas brought forward from the Ladygrove Management Working Group
  - Art Grants – to create a lake feature and/or literary trail for children
  - Hedges – cut back the trees to hedge height
  - Skate Park – cut back the hedges in the top corner
  - Specific Ladygrove events, or events which can 'travel around' other parks

- Walking Trail to Wittenham Clumps

Cllr J Broadbent had asked for this trail to be enhanced and made clearer, at the last meeting of the Ladygrove Management Working Group.

- Pears Mapping

Ensure the software is up and running so that land ownership is clear. The Council will need to consider how to make this information readily available to residents (Long Term Plan).

- Clearing the vegetation at the polytunnel

The group discussed this and felt it could be a suitable area for community planting but would require a lot of work. Cllr K Morrison suggested asking for volunteers on social media, when the outdoor team is read to commence work.

All future projects would be tracked using the 'progress report'.

**The meeting closed at 8.23pm**

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

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

## Environment and Climate Committee

### Recommendation to full Council meeting on 2<sup>nd</sup> September 2024

Report author: Lucy Blake



### Recommendation Minute 17 – To consider a possible relocation and replacement skate park and investigate options for the area in Ladygrove, in more detail

The extract of Minute 17 follows:

“The OSM suggested a long-term option: relocating and replacing the play equipment in the park (due to flooding in the winter months), relocating and replacing the skate park to within the play area, whilst at the same time fixing any drainage issues, then potentially look at constructing a bike track in the open green space. This work would be subject to agreement by Full Council, successful funding, planning permissions and agreement with SODC as the land is leased from the District Council.

Cllr A Macdonald suggested that any new facility should be made inclusive.

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and RESOLVED to recommend that Full Council consider a replacement of the skate park and investigate options for the area in more detail. This will include location options, consultations, costs, and funding opportunities. Cllr K Morrison was happy to provide support on this.

All members agreed.”

#### Recommendation

That the Council resolve to consider a public consultation on this area, to consider replacing and potentially relocating the skate park and to investigate funding opportunities.

Lucy Blake  
Deputy Town Clerk

## Didcot Town Council

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### **Personnel and Administration Committee** Monday 5<sup>th</sup> August 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

#### **Officers:**

Mrs J Wheeler (Town Clerk)

#### **17. Apologies**

Apologies were received from Cllr G Ryall.

#### **18. Declarations of interest**

None declared.

#### **20. To approve the minutes of the meeting held on 3<sup>rd</sup> June 2024**

It was RESOLVED to approve the minutes as a true record. The vote was unanimous.

#### **21. Questions on the Minutes**

Cllr H Macdonald requested more information on the list of outside bodies and working groups. Cllr C Jennings responded to state that this was a project he was working on but he was not ready to table a proposal.

#### **22. To note the amends in the staff handbook**

The Town Clerk circulated an extract of the staff handbook that had been up-dated by the HR consultant. The next job was to go through staff policies and ensure that the policies work with the staff hand book. The up-dates were noted.

#### **23. To recommend Council support for the bid by Wallingford Radio for a licence to cover the Didcot and wider area**



It was proposed by Cllr D Macdonald and seconded by Cllr C Jennings and RESOLVED to RECOMMEND to support this bid for a licence to bring local radio to Didcot and the wider area.

**24. To recommend adoption of the Oxfordshire Parish Charter**

It was RESOLVED to RECOMMEND this Charter to full Council however the members noted that this proposal was vague and lacking in detail. The Town Clerk will ask OALC for an up-date on progress.

**25. To consider activities to mark the 80<sup>th</sup> Anniversary of VE Day 2025**

The Chair asked the Town Clerk to find out what events are planned by the RBL and also Vauxhall Barracks. Some ideas were discussed – VE Day is 8<sup>th</sup> May 2025. It was resolved to defer this item until the next meeting to give time for ideas to be gathered.

**26. Progress report**

The Committee reviewed the progress report.

**27. 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.

**28. To receive a Staffing Report**

The Town Clerk presented the staff report. There was a detailed report on the recent appraisals of the senior staff – which was discussed and noted by the Committee. The report included a list of training courses for various staff.

It was AGREED that the Town Clerk would attend the SLCC National Conference at a cost of £485 + vat. It was also AGREED that the Deputy Town Clerk could attend for one day as a SLCC member at a cost of £195 + vat and either the Outdoor Services Manager or the Estates Manager for one day at a cost of £245 + vat (both are non-SLCC members).

The call-out fee for staff being asked to test the chemicals on the new splash park and other general maintenance work to make sure the facility is safe for the public was agreed. The call out fee would be £80 for the first two hours and thereafter £30 per hour for each hour. All members AGREED.

The meeting closed at 9.00pm.

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_

# ITEM 4 d (ii) RECOMMENDATION MINUTE 23 - P&A



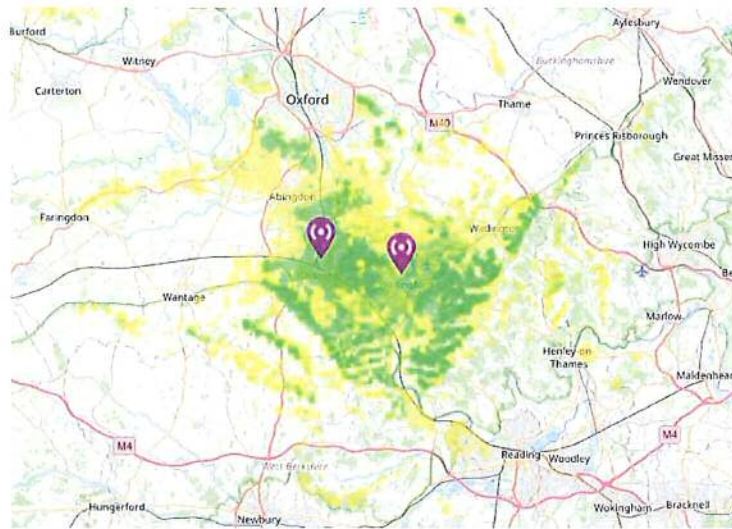
Wallingford Radio Ltd  
Unit 8 Ayres Yard  
Station Road  
Wallingford  
OX10 0JZ

## Didcot Town Council Supporting Information

We have approached the council for their support with our application to OFCOM to expand our current broadcast area to cover Didcot. The radio station is not requesting funds, and has secured support from the new MP already.

We would look to rebrand to better suit the expanded transmission area – possibly to South Oxfordshire Radio

The expected / proposed coverage area, with a second transmitter:



(For modern radios, the green and yellow areas would both have reception, for older radios indoors it would be only the green area)

Didcot Town Football Club have agreed to a proposed antenna site on their land, if permissions etc can be secured.

The existing radio station is run by volunteers, and is a not for profit company with no share capital – there are no profits and any surplus cannot be extracted for personal gain. This would not and cannot change.

Wallingford Radio and precursors have run for almost ten years. Wallingford Radio has been on FM, and regulated by OFCOM, since 2020.

Funded via volunteer subs, commercial advertising and grant funding.

We provide school work experience and training places, as well as slots for the community to host and contribute to live output.



Wallingford Radio LTD  
Registered in England, number 11556945

**Janet Wheeler**

**From:** Collier, Tannah - Oxfordshire County Council <Tannah.Collier@Oxfordshire.gov.uk> on behalf of Policy Team <PolicyTeam@oxfordshire.gov.uk>  
**Sent:** 14 May 2024 17:38  
**Subject:** Introducing the Oxfordshire Councils Charter  
**Attachments:** Oxfordshire Councils Charter.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear clerks and councillors,

I'm excited to share with you the **Oxfordshire Councils Charter**, a dynamic framework designed to **enhance local democracy** and **partnership working** among Oxfordshire councils. The intention for the charter is to remain a 'living' document, acting as a roadmap for better communication, engagement, and collaboration.

The charter embodies our collective commitment to working together more effectively. It's not just about words on paper; it's about practical steps toward stronger partnerships.

**Your Feedback**

First and foremost, I want to express our gratitude to all the councils, councillors, and clerks who actively participated in shaping this charter. Your feedback has been invaluable, and we've incorporated your concerns and priorities into the final version (attached).

We've also created a dedicated ["You Said, We Did"](#) page where you can find all responses to the consultation on the draft charter. It's important for us to share how your input shaped and influenced the final charter: [Oxfordshire Councils Charter - You said, we did | Let's Talk Oxfordshire](#)

**Next Steps**

Our work doesn't stop here. At Oxfordshire County Council (OCC), we're already taking steps to put the charter into action. We're identifying practical measures to embed it effectively and at pace. Additionally, we'll provide a toolkit specifically for town and parish councils, helping them navigate OCC and foster stronger partnerships.

**Charter Launch Event**

On the evening of July 1st, we'll officially launch the charter during OALC's Annual General Meeting. You'll receive invitations and further details from OALC. At the event, we'll outline our plans for implementation and how we'll better support town and parish councils going forward.

*delayed by election - held on 15th July - TC attended.*

**Toolkit**

In the coming autumn, we'll roll out a toolkit tailored for town and parish councils. This resource will empower you to navigate OCC more effectively and how to become signatories to the charter should your council decide to do so (we hope you will!).

**Stay Engaged**

Thank you for your ongoing engagement. We're committed to living up to the spirit of the Oxfordshire Councils Charter. If you have any questions, comments, or implementation ideas, feel free to reach out to us at [policyteam@oxfordshire.gov.uk](mailto:policyteam@oxfordshire.gov.uk).

Best regards,

Tannah Collier  
Policy Officer

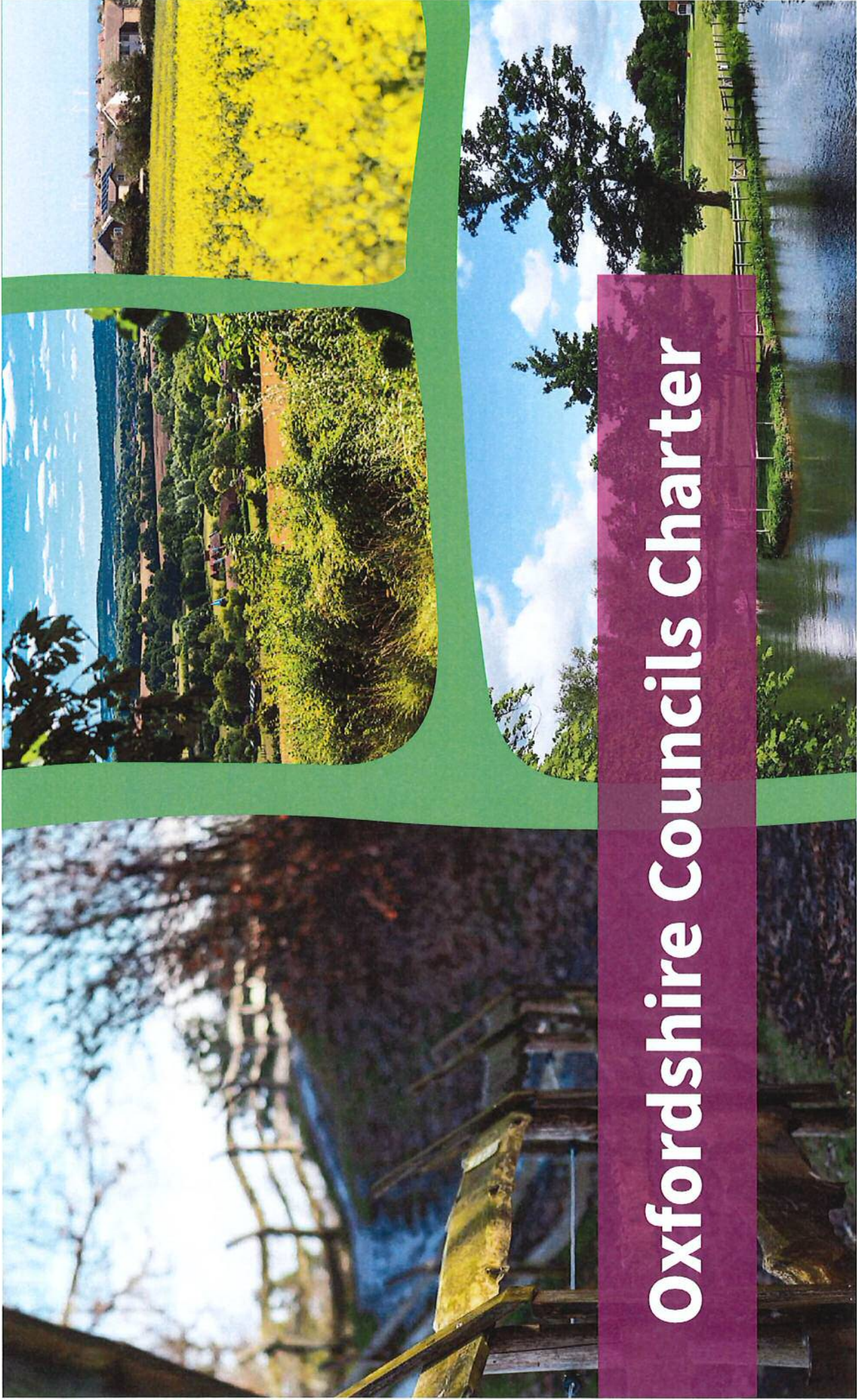
**Upcoming annual leave: 27<sup>th</sup> May – 5<sup>th</sup> June Inclusive**

Communications, Strategy and Insight  
Oxfordshire County Council  
E-Mail: [tannah.collier@oxfordshire.gov.uk](mailto:tannah.collier@oxfordshire.gov.uk)  
[www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)



I've been recognised  
**for living  
our values**

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# Oxfordshire Councils Charter



## Foreword by Cllr Leffman

– Leader, Oxfordshire County Council

Our county of Oxfordshire is a rich tapestry of diverse communities, from our thriving market towns and picturesque rural villages to our urban centres of learning, innovation and business – all represented by over 300 local councils.

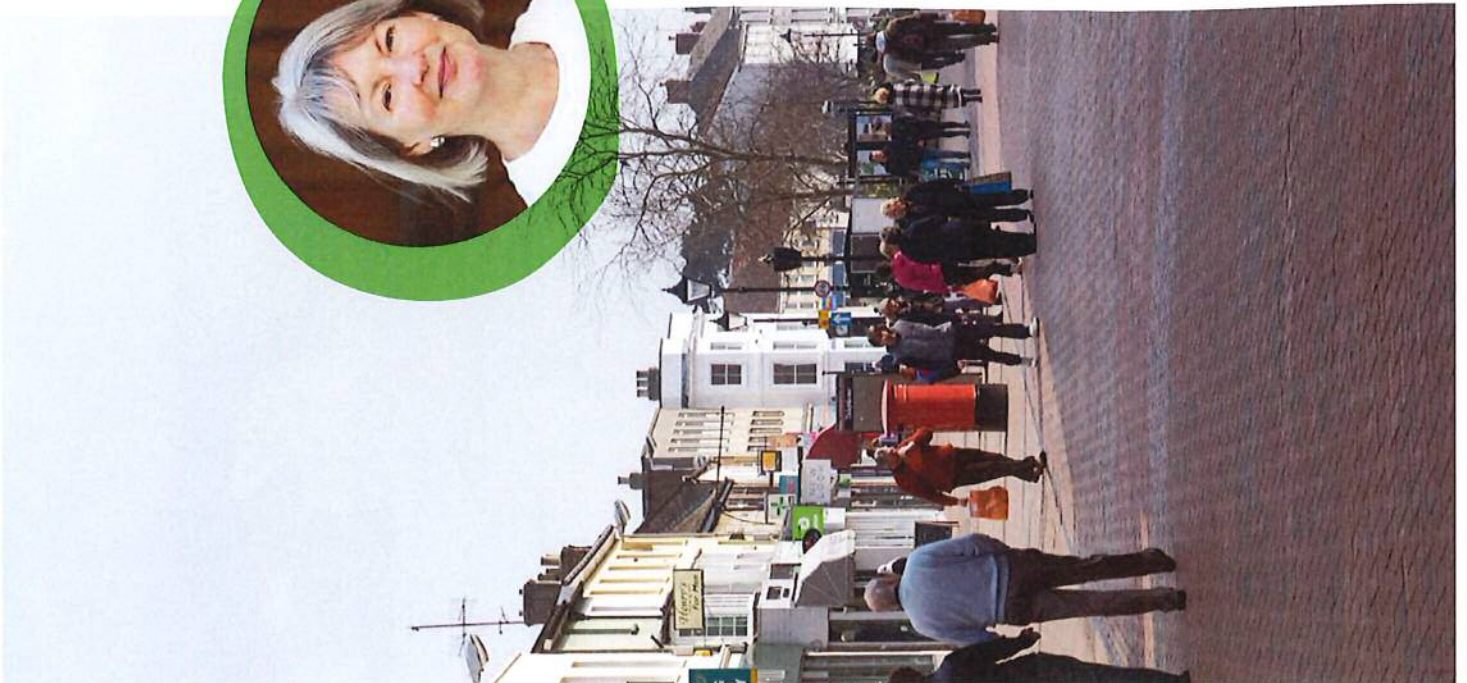
Our vision is that this charter enhances partnership working across councils to empower a vibrant democracy across Oxfordshire. Working in partnership with our local councils is essential for responding to the needs of our residents, understanding our diverse communities, and providing effective services.

This charter recognises the importance of Oxfordshire’s town councils, parish councils and parish meetings in representing and delivering for the residents of Oxfordshire. We have developed the charter in consultation with town and parish councils from across the county together with the Oxfordshire Association of Local Councils (OALC) and our district and city council partners. We have listened carefully to the many councillors and clerks, who have helped identify the opportunities we can explore through the commitments in this charter and we are very grateful for their contributions.

I am excited about the ambitions of this charter and the changes that are already underway to improve how we work and communicate with our local councils.

I invite all Oxfordshire councils to become signatories to the charter to demonstrate our mutual ambition to working better together through shared principles and commitments. I hope you will want to join us in this endeavour.

May 2024



## Foreword by Lucy Dalby, County Officer, Oxfordshire Association of Local Councils (OALC)

As representatives of Oxfordshire's town and parish councils we are delighted to welcome this charter, which is a positive step to achieving better partnership working between Oxfordshire councils.

Since OALC instigated the idea of a charter, we have ensured local councils have been consulted directly and we have advocated for councils' needs and concerns throughout its development. We are proud to have created this charter in collaboration with Oxfordshire County Council and our city and district council partners.

It has been extremely positive to see so many councils engaging enthusiastically with this process and we want to thank every councillor, clerk and officer who has contributed.

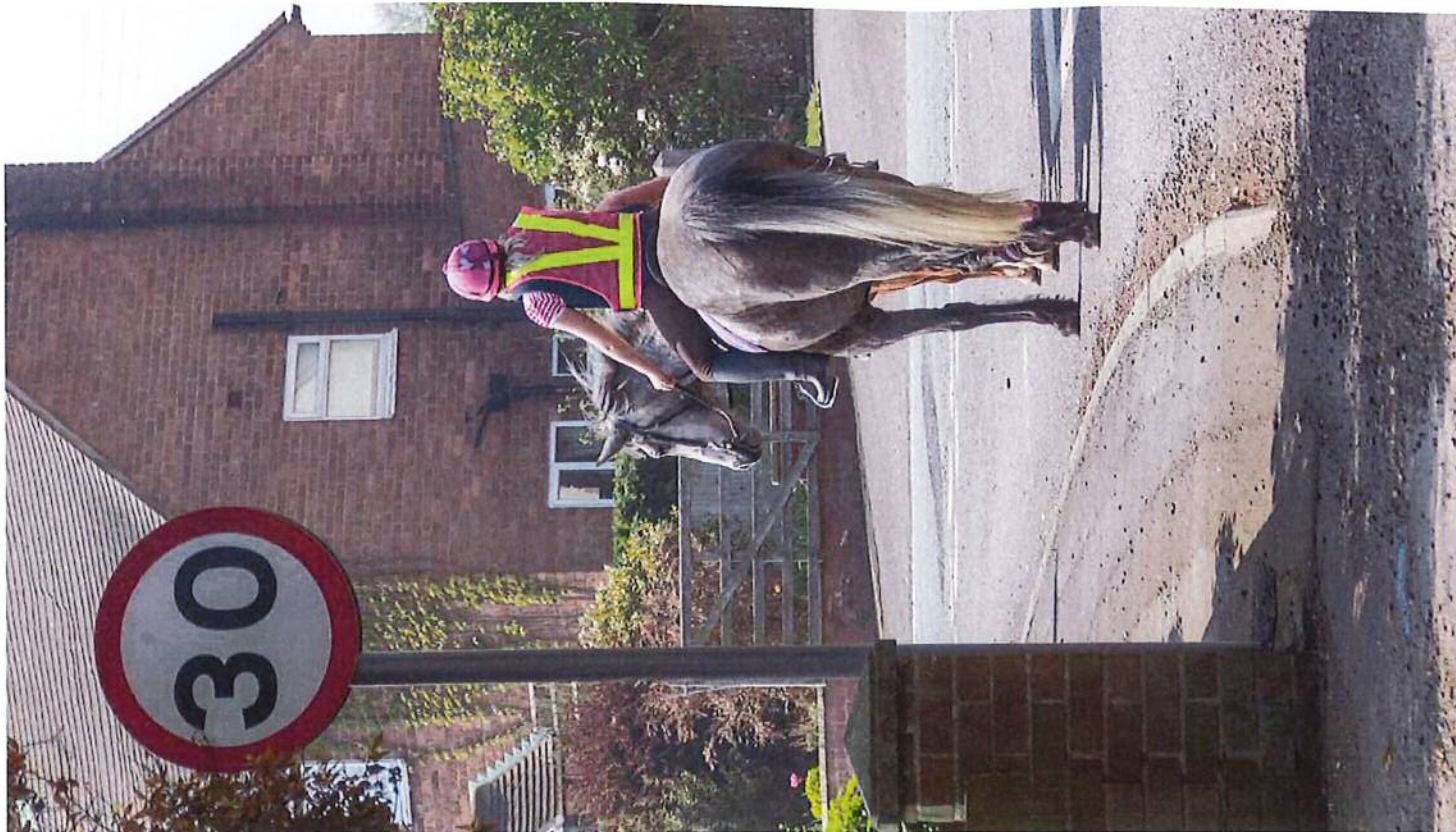
This work does not end with the launching of the charter – we will remain involved as this work moves forward, and the real and impactful changes needed for partnership working to reach its full potential. Councils will also continue to have the opportunity to feed in to how the charter is implemented. We hope individual councils will want to become signatories too in demonstrating their commitment to better partnership working and enhancing local democracy for their communities.



## Introduction

This charter has been developed by a cross-council working group in collaboration with Oxfordshire Association of Local Councils (OALC), to set out a framework for better partnership working in Oxfordshire. The contents of the charter have been shaped by feedback from town and parish councils across the county through a number of consultation and engagement activities.

The intention for the charter is that it is a voluntary framework that will help shape how Oxfordshire councils can work together in partnership to support better service delivery and outcomes, and to work together to ensure thriving local democracy across the county. This charter is not designed to replace or override existing frameworks, such as codes of conduct or councils' individual ways of working, but to enhance them, with a particular focus on cross-council working and recognising the role of local councils in supporting a thriving local democracy.





## Strategic aims for the charter

These aims represent our shared long-term goals as signatories to the charter. The charter's performance will be measured against these aims over time.

### 1. Stronger partnership working between Oxfordshire councils.

Taking a cooperative, collaborative and collective approach when working together for the wellbeing of our diverse communities, improving service delivery and supporting the needs of our residents.

#### Success looks like:

- Councils share best practice with each other, consistently working to improve how services are delivered and experienced by residents.
- Councils can identify opportunities where there is value in working collaboratively in partnership to deliver better outcomes for residents and communities.
- Councils are breaking down barriers to better partnership working.

### 2. Enhancing local democracy.

Working to empower resident and community participation in local democracy at all levels, recognizing that local democracy goes wider than the election cycle.

#### Success looks like:

- Councils use the tools and resources at their disposal to advocate for their communities and residents.
- Councils can identify barriers to resident and community participation in local democratic processes and take steps to break down those barriers.
- Councils can identify and build on opportunities to engage with their communities, particularly with underrepresented groups.



## Our shared principles

Our shared principles are the 'golden thread' of values that underpin how we aim to meet the charter's commitments and achieve the charter's strategic aims. These principles guide how we implement and integrate the charter, how we work together and how we treat each other as partners.

### Mutual respect

- We recognise and acknowledge what unites us – representing and delivering for our communities and residents.
- We treat each other with respect, civility, and dignity, abiding by our respective codes of conduct.
- We understand that different types of council operate differently – we respect our differences and act on good faith.

### Relationship building

- We foster constructive and collaborative relationships and connections between councils, councillors, clerks, officers, partners, and communities.
- We remove barriers to building effective relationships.

### Transparency and accountability

- We share information and communicate transparently.
- We are transparent with processes and how councils make decisions.
- We signpost appropriately.



## Our shared commitments

These are our shared commitments that will help to achieve our strategic aims: stronger partnership working and enhance local democracy. The commitments are purposely kept at a high-level to enable each council to apply them to their own priorities and ways of working, providing a framework for councils to shape how they work together.

### Communication

#### Councils will:

- Enhance how we listen and respond to one another. Availability and accessibility will be central to how we interact.
- Communicate with respect and civility, maintaining an open dialogue.
- Communicate openly and transparently, explaining processes and decision-making.

### Consultation and engagement

#### Councils will:

- Engage with one another at the earliest opportunity, recognizing the diverse perspectives and challenges faced by various stakeholders and communities.
- Ensure that consultation and engagement processes are as accessible as possible.
- Actively follow-up on consultations and feedback in an appropriate manner.

### Resources

#### Councils will:

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Identify opportunities where resources and support can be effectively shared between councils to improve outcomes for residents.

### Local democracy

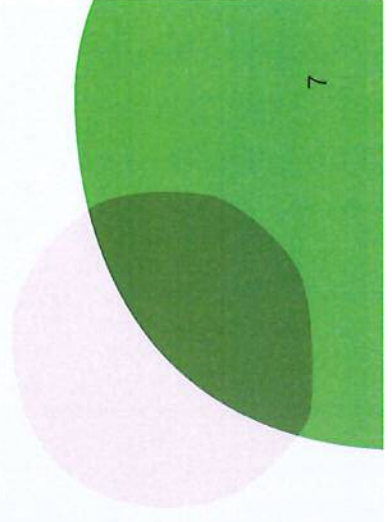
#### Councils will:

- Empower our residents and communities to participate in local democracy, including young people and underrepresented groups.
- Put residents and communities at the heart of what we do.
- Respect the democratic mandate of all councillors.

## Implementation

All Oxfordshire councils will be invited to be a signatory of the charter. The intention is that this charter remains a 'living' document, with the charter being the beginning and not the end of this work to improve partnership working.

Once the charter has been agreed by councils, each council will be responsible for their own implementation of the charter's principles and commitments. The working group will support councils to capture the progress and successes of the charter to enable sharing best practice and positive communications (e.g. 'you said, we did' pieces).



## Didcot Town Council

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### **Property and Facilities Committee** Wednesday 24<sup>th</sup> July 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  
Cllr H Macdonald  
Cllr D Aragão  
Cllr A Hudson  
Cllr L Hislop  
Cllr M Khan

### **Officers:**

Mr S Mundy – Estate Manager  
Mr S Hunt – Estate Officer

#### 15. **Apologies**

Apologies were tendered from Cllr Z Mohammed.

#### 16. **Declarations of interests**

No declarations were received.

#### 17. **To approve the Minutes of the meeting held on 29<sup>h</sup> May 2024**

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

It was proposed by **Cllr A Hudson**, seconded by **Cllr H Macdonald**, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such. All members agreed.

18. **Questions on the minutes**

No questions were received.

19. **To review the detailed income and expenditure for Property and Facilities Committee on 30<sup>th</sup> June 2024**

The Committee discussed the income and expenditure reports.

<b>Civic Hall</b>	<b>Actual current month</b>	<b>Actual Year To Date</b>	<b>Current Annual budget</b>	<b>Variance annual total</b>
Income	£14,520.00	£43,881.00	£127,500.00	£83,619.00
Indirect expenditure	£12,989.00	£37,216.00	£198,663.00	£161,447.00
<b>Net income over Expenditure</b>	<b>£1,531.00</b>	<b>£6,665.00</b>	<b>(£71,163)</b>	<b>(£77,828)</b>
<b>Civic Hall Catering</b>	<b>Actual current month</b>	<b>Actual Year To Date</b>	<b>Current Annual budget</b>	<b>Variance annual total</b>
Income	£555.00	£8,003.00	£16,000.00	£7,997.00
Direct expenditure	£9.00	£2,544.00	£8,000.00	£5,456.00
Indirect expenditure	£0.00	£959.00	£1,000.00	£41.00
<b>Net income over Expenditure</b>	<b>£546.00</b>	<b>£4,500.00</b>	<b>£7,000.00</b>	<b>£2,500.00</b>
<b>Willowbrook Leisure Centre</b>	<b>Actual current month</b>	<b>Actual Year To Date</b>	<b>Current Annual budget</b>	<b>Variance annual total</b>
Income	£9,935.00	£31,128.00	£72,000.00	£40,872.00
Indirect expenditure	£7,573.00	£13,653.00	£137,254.00	£123,601.00
<b>Net income over Expenditure</b>	<b>£2,362.00</b>	<b>£17,475.00</b>	<b>(£65,254)</b>	<b>(£82,729)</b>
<b>Edmonds Park Pavillion</b>	<b>Actual current month</b>	<b>Actual Year To Date</b>	<b>Current Annual budget</b>	<b>Variance annual total</b>
Income	£446.00	£1,220.00	£0.00	(£1,220)
Indirect expenditure	£3,749.00	£5,122.00	£0.00	(£5,122)
<b>Net income over Expenditure</b>	<b>(£3,303)</b>	<b>(3,902)</b>	<b>£0.00</b>	<b>£3,902.00</b>

No questions were received.

20. **To review the properties report and consider the recommendations**

The Committee reviewed the report.

20.1 To review the Civic Hall bar takings on 30<sup>th</sup> June 2024

The bar takings were:

	<b>Civic Hall Bar</b>	<b>Actual current month</b>	<b>Actual Year To Date</b>	<b>Current Annual budget</b>	<b>Variance annual total</b>
1050	Bar Sales	£431.00	£1,834.00	£15,000.00	£13,166.00
3001	Bar cost of sales	£1,932.00	£2,987.00	£7,500.00	£4,513.00
3003	F&B cost of sales	£0.00	£80.00	£500.00	£420.00
	Indirect expenditure	£374.00	£951.00	£3,000.00	£2,049.00
	Net income over expenditure	<b>(£1,875.00)</b>	<b>(£2,184.00)</b>	<b>£4,000.00</b>	<b>£6,184.00</b>

Cllr M Khan suggested looking into opening the bar for events such as sports. He mentioned that similar venues locally were busy for the European Cup final, and it could be beneficial for the Civic Hall to open for these types of events.

The Estate Manager will task officers to investigate further for future big events, but staffing is always an issue and costs the council to achieve this service.

20.2 To review the usage figures at Didcot Civic Hall

The usage figures for the Didcot Civic Hall are:

May Utilisation: 29% for all spaces, 41% for the Main Hall

June Utilisation: 23% for all spaces, 33% for the Main Hall

The Estate Manager explained an article will be going into the 'six' magazines which is distributed over six towns for five months. Towns include Didcot, Wantage and Witney. This was for a fee of **£500+VAT using Fyne Associates** to increase awareness of the facility.

The Committee asked for more social media adverts and more targeted marketing to businesses in Milton Park.

20.3 Update on the Civic Hall works

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

- CCTV servicing completed
- Portable panic alarms have been purchased and in place
- Legionella Risk Assessments have been completed at the Civic Hall, Outdoor Services Depot, Edmonds Park Pavilion and Loyd Recreation Pavilion

Several other urgent works have been required such as:

- Fixing an electrical fault behind the bar which turned all the switches off. This was completed in two visits (cost of original investigation: **£300+VAT**) (cost of fix and second visit: **£564+VAT**) using **budget code 401 4043**

- One blind had fallen and two had broken mechanisms and stuck in place so have been replaced. Total amount paid **£984.67** within two visits. **Budget code used 401 4043**

#### 20.4 To consider updated Lift repair quote

The previous quote from Gartec had been revised from £577.51+VAT as a key part had been missed from the previous quote. The Estate Manager explained what part was missed and that this was key for the lift to continue working correctly.

It was proposed by **Cllr K Morrison**, seconded by **Cllr H Macdonald** and **RESOLVED** to proceed with the quote from **Gartec** of **£1507.94+ VAT** using budget code **401 4043**. All members agreed.

#### 20.5 To consider a quote for the Evacuation Chair training

The Committee considered the report.

The Town Council and staff could potentially need to use the evacuation chair during an emergency. Fire personnel are not meant to help people leave the building; this is down to the team on site. Training is required by the supplier of the evacuation chair. The company provided two options which included an option for operator training or key trainer (Train the Trainer).

It was proposed by **Cllr K Morrison**, seconded by **Cllr M Khan** and **RESOLVED** to proceed with the Officer's recommendation of **Key Trainer (Train the Trainer)** from **Evac+Chair** at cost of **£1039+ VAT**. **All members agreed. To be taken from Cost Centre 100 4009 training and conferences.**

The Town Clerk advises that this training will need to wait until later in the year due to concerns over cash flow.

#### 20.6 To note the cost of connecting the new ovens to electricity at Civic Hall

The Estate Manager explained to the Committee that the new ovens had arrived and been installed. To get them working an electric supply was needed and three quotes were obtained. All ranged in costs, and it was agreed to go ahead with the quote from **Scoop Electrical Services** for **£803.31+VAT**. **Cost centre 403 / 4045.**

The Estate Manager reported that all ovens are up and running and the first booking to use the ovens would take place on Saturday 27<sup>th</sup> July 2024

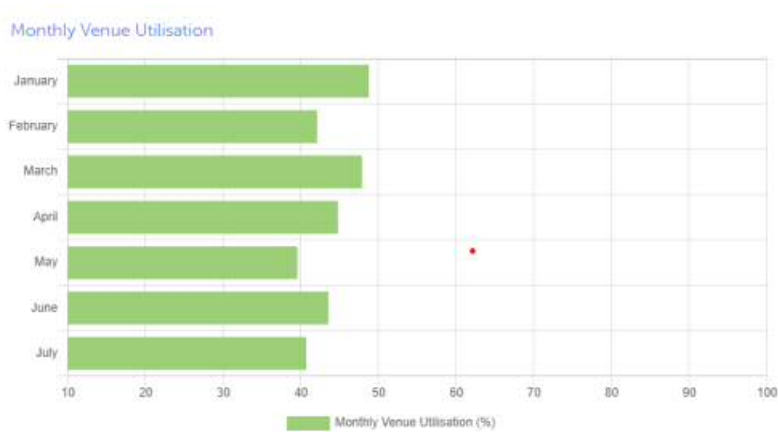
Induction pots and pans are ready for hire if customers do not bring their own.

### **21. To review the Willowbrook report including the financial summary and consider recommendations.**

The Committee considered the report.

### 21.1 – To the note Willowbrook usage figures

The Willowbrook usage figures are:



The Committee discussed increasing the numbers for the Badminton Drop-in sessions on a Thursday. The Committee suggested to look at bring a friend Thursday or a cheaper price. This will be investigated by the Estate Manager.

### 21.2 – Update on the works completed at Willowbrook

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

- TM44 Air conditioning service completed
- New fire detector ordered due to fault

### 21.3 – To consider the Fixed Electrical Testing (FET) required at Willowbrook

The Committee considered the report.

The Estate Manager explained to the Committee that the FET must be completed every three years within a leisure centre environment, three quotes had been received to complete the works.

It was proposed by **Cllr M Khan** and seconded by **Cllr L Hislop** to **proceed** with **POLAR FM at £840 +VAT**, using **budget code 'Willowbrook contracts' - 411/4044**.



## **22. To review the Edmonds Park Pavilion and Splash Pad report and consider the recommendations**

### 22.1 – To review the Edmonds Park Pavilion booking summary

Several questions were raised by the Committee.

The Estate Manager agreed to investigate costs of a Premises Licence for the new Edmonds Park Community Pavilion so events can be held there in future. Cllr M Khan also asked the Officers to investigate adding more colour inside the building and suggested artworks of Didcot or children's pictures.

Cllr L Hislop tasked the officers to investigate a QR code for the main entrance so residents can make enquiries through this.

### 22.2 – To review works completed for the Pavilion

The Committee considered the report:

- 4G and routers have been installed within the Pavilion.
- Dual com monitoring system for the fire alarm and intruder alarm has been installed and operational
- Blinds have been installed with both meeting rooms
- Issue with air source heat pumps have been rectified
- Outdoor tap has been installed for **£405.60** as required for watering turfing and flower beds. **Polar FM** completed this work.
- Installation of additional cameras have been installed
- Freezer organised for selling ice creams within the Pavilion
- Turfing has been laid

### 22.3 – To consider Edmonds Park building signage

The Committee reviewed and considered the quotes noting the importance of signage including internal.

It was proposed by **Cllr A Hudson** and seconded by **Cllr K Morrison** to proceed with **Scorpion Signs** for **£1250 +VAT**. All members agreed.

It was also agreed to **proceed** with the internal signage and directional signage outside the building with Scorpion Signs for **£240+VAT**

### 22.4 – To consider the progress of the Splash Pad construction

The Committee raised concerns regarding the water situation and the Estate Manager assured the Committee both 'Splash' and Life Build have confirmed we will not run out of water this summer.

The issue with the water regarding Thames Water and Life Build would be rectified once the Splash Pad is closed for the winter where Thames Water will change the metre and Life Build will change the size of the pipe to 50mm supply.

23. To review the progress report on items not on this agenda

The Committee noted the progress report.

Cllr M Khan requested an update on the Mayor's presentation boards.

The Estate Manager to provide update once the Splash Pad is open.

Meeting closed at 20.44

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_

# ITEM 6 - OALC SUBSCRIPTION INCREASE

**Janet Wheeler**

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**From:** Lucy Dalby – OALC ~~Lucy Dalby – OALC~~  
**Sent:** 20 August 2024 16:03  
**To:** Janet Wheeler  
**Subject:** Subscription 2025/26  
**Attachments:** OALC Subscription Vote October 2024.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Janet

I will be writing to all member councils today advising them of the proposed changes to our subs for 2025/26.

As you may be aware, OALC has only two sources of income, member subscriptions and training. Over the last few years OALC have been running at a loss (c. -£5k in 2023 and estimated to be the same again in 2024). We have been using reserves to continue to provide these services to our members but, this is clearly not a sustainable way of managing the association.

At our AGM held on the 15th July we discussed the position and had majority support from the attendees to make changes to the subscription in 2025/26 to bridge this gap. This communication is to give you advance notice of this proposal which will be put to an online extraordinary general meeting on 7<sup>th</sup> October 2024 at 12 noon.

As a member body the council will have one vote at this meeting, or you can return the attached postal vote which can either be scanned and sent back by email or posted in the traditional way, your council will need to have discussed and resolved its position at a meeting in order to exercise this vote. Votes must be returned by 4pm on Friday 4<sup>th</sup> October.

This will give all members the opportunity to include the new subscription level in their budgeting process.

In terms of background, the [Office for National Statistics Consumer Price index](#) reported an annual average raise of 7.9% in 2022, 6.8% in 2023 (17.2%). OALC only raised their portion of the subscription\* by (7%) a 10% deficit.

\*The minimum payment threshold raised by 12% over the same time period so still a 5% deficit.

The bulk of our member subscriptions are calculated using a pence per electorate formula, however as Didcot has an electorate of over 20,000 the town council's subscription is calculated in a slightly different way with a cap applied.

The proposal we will be putting to the meeting would mean an increase from £3835.93 +VAT to £4271.84 + VAT or £435.91 for Didcot (dependent on the actual electorate figure provided by SODC in January).

If you or your councillors have any questions or comments, I would be more than happy to talk this through.

Thank you for your ongoing support.

Kind regards

Lucy



Oxfordshire Association of Local Councils  
Town Hall, Market Place, Wallingford, OX10 0EG  
Email – [info@oalc.org.uk](mailto:info@oalc.org.uk)

Your query may be answered by looking at our website [www.oalc.org.uk](http://www.oalc.org.uk)  
Telephone – Rachel Brown, Assistant County Officer, working days Monday – Thursday  
0774 694 3076  
Lucy Dalby, County Officer, working days Monday – Friday lunchtime  
0751 936 7709

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OALC Subscription Vote October 2024

.....  
(name of parish meeting/parish or town council)

Our parish meeting/parish or town council supports the proposed subscription increase

Our parish meeting/parish or town council does not support the proposed subscription increase

RESOLVED at the meeting of the parish meeting/parish or town council held on:

The .....day of .....(month/year)

Signed .....

Chair of the meeting

Please submit by email with **wet signature** to [finance@oalc.org.uk](mailto:finance@oalc.org.uk)

Or by post to OALC, Town Hall, Market Place, Wallingford, OX10 0EG

**Item 7 Motion**

**PROPOSAL TO FULL COUNCIL MEETING ON 2 SEPTEMBER 2024**

**It is proposed that the Council proceeds with developing a Neighbourhood Plan as set out in the attached Report to Planning & Development Committee.**

**In particular, the Council agrees to:**

- 1. Ask Planning & Development Committee to establish two working groups as described in the report, and**
- 2. Agrees to allocate the following budget to Planning & Development Committee, to be administered in accordance with the council's Financial Regulations as they exist at the time.**

<b>Expenditure</b>	<b>£20,000</b>
<b>Income</b>	
<b>Standard grant receivable</b>	<b>£(10,000)</b>
<b>Discretionary grant receivable</b>	<b>£(8,000)</b>
<b>Cost to the council</b>	<b>£2,000</b>

**Proposed by Cllr H Macdonald**

**Seconded by Cllr D Rouane**

## A NEIGHBOURHOOD PLAN FOR DIDCOT

### Planning & Development Committee Report

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At its meeting on 5 June 2024, Didcot Town Council (DTC) Planning and Development Committee (PDC) requested a Report to update on the process of preparing a Neighbourhood Plan (NP) for Didcot Parish, and prospectively a wider area encompassing the Didcot Garden Town 'Area of influence' (i.e. those Parishes around Didcot that are included in the Garden Town Delivery Plan..

DTC Full Council resolved to support and fund these preparatory processes at its meeting on 14 May 2024, having previously received a Report discussed by PDC and sent forward with an accompanying Resolution passed at its meeting on 23 March 2024 [Agenda item 231].

PDC is requested to keep in view the availability of supportive expertise and resources from SODC/VOWH during the NP development process that will now follow.

In order to address the requirement of somewhat separating the 'Didcot NP' from the 'Didcot Garden Town NP' at this stage, it is recommended that PDC form two new Working Groups. Members of these WGs can include Councillors other than voting members of the PDC. But it would be prudent to ensure that the chair and vice-chair of each WG are members of the PDC. There is also likely to be merit in having the same chair and vice-chair for both WGs, albeit that other members might sit on only one of the two. The main justification for proposing this method is that it would concentrate responsibility for reporting and report-making under the aegis of PDC.

The common role of both WGs is:

(a) consultation with stakeholders and other interested parties on the aims and cost/benefit assessment of an NP

(b) dissemination of information and discussion of the process of developing and deciding on an NP

(c) seeking the constructive engagement of local communities, interest groups and other organisations with the possibilities and options that can be accessed via NPs.

However, each NP is also likely to have a somewhat different 'principal audience'.

In the case of '**Didcot Parish NPWG**' it is likely to be individuals, groups and other entities with which different DTC committees and DTC Staff have greater or less existing 'familiarity'. On that basis DPNPWG will interface routinely with the NP Team at SODC/VOWH by supplying a considerable amount of new information that is not presently collated or even collected. It will prepare the ground for subsequent proposals to Full Council *via* the PDC, and, if these are agreed, for the eventual Report to central government and a subsequent referendum.

In the case of '**Didcot Garden Town NPWG**' there is likely to be a primary need to align the interests and expectations of separate public legal authorities, (Parishes *etc.*) some of which already have their own NPs in place, as well as others that do not. The DGTNPWG is likely to interface with the

SODC/VOWH NP Team as 'The Go-between', helping to arbitrate rather differing priorities, demands and expectations among Parishes in the Garden Town Area of Influence. It will report periodically to PDC on the results of its negotiations, and if appropriate PDC will submit proposals about an 'enlarged' NP area to Full Council.

Over the past 6-9 months of preparatory work for the initial WG Report submitted to PDC in February 2024, the most oft-reiterated advice received from SODC/VOWH NP Team was 'The simpler and more straightforward the initial aims of an NP, the more likely it is to be implemented sooner and to cost less'.

It is to be hoped that both WGs will keep that advice much in mind.

As there will be a lot of work for WGs to undertake, it is recommended that each should comprise six Councillors, including the chair and vice-chair; and that each should initially establish a work plan including the allocation of different functions to different members.

Whilst there should be no difference in status between the WGs, it follows from what has been stated above that the DPNPWG needs to be formed as soon as possible, so that work can begin. Although it is desirable that a DGTNPWG is formed at an early date, its working agenda is likely to benefit from early results and feedback identified by DPNPWG, and hence its more 'diplomatic' function might not kick in for some months ahead, even though it could usefully develop some skills via internal discussion before 'going live'.

#### **Membership and Terms of Reference: Didcot Parish NPWG**

Those councillors wishing to be members of the working group should inform the chair of the Planning and Development Committee prior to its next meeting so that that committee can agree the membership of the committee.

Terms of Reference of the DPNPWG:

- (a) consultation with stakeholders and other interested parties on the aims and cost/benefit assessment of an NP
- (b) dissemination of information and discussion of the process of developing and deciding on an NP
- (c) seeking the constructive engagement of local communities, interest groups and other organisations with the possibilities and options that can be accessed *via* NPs
- (d) co-operating with the SODC/VOWH NP team to access funding support, technical support and other available resources in preparing an NP, and in establishing the basis for a Report to government authorities and a referendum on the NP
- (e) to recommend to Planning and Development Committee using financial resources allocated by DTC to precede or augment financial and technical support from SODC/VOWH in advance of the receipt of such support
- (f) maintaining records of meetings and proposed expenditures and making reports of these to PDC as required.
- (g) the WG shall be quorate when at least four members are present including one of the WG Chair or Vice Chair.



### **Membership and Terms of Reference: Didcot Garden Town NPWG**

Those councillors wishing to be members of the working group should inform the chair of the Planning and Development Committee prior to its next meeting so that that committee can agree the membership of the committee.

#### **Terms of Reference of the DPNPWG:**

- (a) consultation on the aims and cost/benefit assessment of an initial area-wide NP with Parishes around Didcot that fall within the Garden Town Area of Influence and (by mutual arrangements) with other stakeholders and interested parties
- (b) dissemination of information and discussion of the agreed aims of an initial area-wide NP
- (c) seeking to develop longer-term understandings over the aims, possibilities and future options that might be developed *via* an area-wide NP
- (d) to recommend to Planning and Development Committee using financial resources allocated by DTC to precede or augment financial and technical support from SODC/VOWH in advance of the receipt of such support
- (e) maintaining records of meetings and proposed expenditures and making reports of these to PDC as required.
- (f) the WG shall be quorate when at least four members are present including one of the WG Chair or Vice Chair.

#### **Financial requirements:**

As Reported to PDC (23 March 2024) and Full Council (14 May 2024) the 'best estimate' for costs associated with the development of a Didcot Parish NP plus consultations with DGT Area of Influence Parishes about a 'wider' NP is £20,000.

Of that total, the NP Team at SODC/VOWH has provided an estimate that – assuming a 'less complex' rather than 'more complex' Didcot Parish NP – about £18,000 can be offset by financial support available via SODC/VOWH.

Additionally, it is considered that DTC might be able to receive considerable 'value added' technical support in terms of, for example, guidance over Building Design Codes or 'precedent setting' examples of conservation of areas within wider areas that are subjects of development.

It is therefore requested that DTC Finance and General Purposes Committee (FGP) should support PDC by agreeing to allocate £20,000 to PDC for funding the work of the Working Groups.

#### **Proposed budget to be allocated to Planning and Development Committee:**

Expenditure	£20,000
Income	
Standard grant receivable	£(10,000)
Discretionary grant receivable	£(8,000)

Cost to the council                      £2,000

**Proposal**

The Planning and Development Committee supports the proposal that Didcot Town Council proceeds with the production of a Neighbourhood Plan as set out in this report.

**Clr Hugh Macdonald**