

## Notice of the Meeting of

**Didcot Town Council**  
4<sup>th</sup> September 2023 at 7.30pm  
Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Annual Meeting of the Council on Tuesday 4<sup>th</sup> September 2023 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.

There will be a presentation on the progress of the Didcot Garden Town at the start of the meeting. We hope to have time for Councillors to ask questions.

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 26<sup>th</sup> June 2023 and the Extra Ordinary Council meeting held on 7<sup>th</sup> August 2023 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:

21<sup>st</sup> June 2023

12<sup>th</sup> July 2023

2<sup>nd</sup> August 2023

23<sup>rd</sup> August 2023 (to be approved by Committee)

NB: One Recommendation on the 20mph throughout Didcot – separate agenda item

(b) Finance and General Purposes Committee

(i) To receive the minutes:

24<sup>th</sup> July 2023

21<sup>st</sup> August 2023 (to be approved by Committee)

(ii) Recommendations to Council:

**Minute 39** – To note the emergency repair of the Civic Hall roof with Hawkins Roofing Ltd at a cost of £22,651.30 + VAT

**Minute 42** – To vire the EMR 327 Building Projects Fund to EMR 329 Election Fund to make a total of £35,596 towards election fees.

**Minute 57** - To note the draw down of the remaining loan of £2.4m from PWLB to complete the building of the Edmonds Park Community & Sports Pavilion – see *attached report*.

(c) Environment & Climate Committee

(i) To receive the minutes:

10<sup>th</sup> July 2023 (to be approved by Committee)

No Recommendations

(d) Personnel and Administration Committee

(i) To receive the minutes

31<sup>st</sup> July 2023 (to be approved by Committee)

(ii) Recommendation to Council

**Minute 19** – To adopt the Alcohol & Substance Policy – see *attached papers*.

**Minute 21** – To approve the appointment of a candidate to complete the Level 2 Horticultural Operative Apprenticeship course with Abingdon & Witney College – see *attached papers*.

**Minute 22** – To adopt the Needles, Sticks and Sharps Policy – see *attached papers*.

**Minute 23** – To adopt the Equality & Diversity Policy – see *attached papers*.

**Minute 24** – To adopt the Health & Safety Policy – see *attached papers*.

(e) Property & Facilities Committee

(i) To receive the minutes

26<sup>th</sup> July 2023 (to be approved by Committee)

No Recommendations

**5. To receive the Mayor's report – 27<sup>th</sup> June 2023 – 25<sup>th</sup> August 2023**

Date	Day	Event
29 June 2023	Thursday	Didcot Girls School & St Birinus School Music Concert, DGS Sports Hall, Didcot
30 June 2023	Friday	Northbourne School Fete and 60 <sup>th</sup> Birthday Party, Northbourne School,

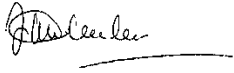
		Didcot
4 July 2023	Tuesday	Mayors and Chairs Evening, Dorchester Abbey, Dorchester
14 July 2023	Friday	SeeAbility Visit, East Hagbourne, Didcot
15 July 2023	Saturday	Eid Celebrations. Didcot Civic Hall, Didcot
27 July 2023	Thursday	Meeting with Neil Gandolfi from The Caps Ltd, Didcot Boxing Academy, Didcot
12 August 2023	Saturday	Opening of new Dentist, Orchard Centre, Didcot
17 August 2023	Thursday	Community Day (joint event with Didcot Community Partnership), Didcot Railway Centre, Didcot
31 August 2023	Thursday	Good Oaks Home Care, Charity Coffee Event, Didcot
2 <sup>nd</sup> September 2023	Saturday	Welcome of new Minister, Didcot Methodist Church, Didcot

### Deputy Mayor – 27<sup>th</sup> June 2023 – 25<sup>th</sup> August 2023

Date	Day	Event
7 July 2023	Friday	Europa School UK International Baccalaureate Proclamation 2023, Culham
31 August 2023	Thursday	Good Oaks Home Care, Charity Coffee Event, Didcot

6. **To agree Expressions of Interest to install EV chargers in DTC properties in Didcot – see attached letter**
7. **To confirm the membership of Standing Committees for Cllr S Nohre – to be confirmed at the meeting.**
8. **To consider two motions:**  
**Motion one: to approve a recommendation from the Planning & Development Committee to introduce a blanket 20mph speed limit throughout Didcot – see attached report.**  
**Motion two: to consider the email from a Didcot resident regarding the postal service in Didcot – see attached report.**
9. **To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.**

10. **Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board**
11. **Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.**



Mrs Janet Wheeler  
Town Clerk and Responsible Finance Officer  
25<sup>th</sup> August 2023



## Didcot Town Council

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### Council Meeting

Monday 26<sup>th</sup> June 2023 at 7.30pm

Main Hall, Didcot Civic Hall



### Minutes

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

#### PRESENT

Councillors:

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

Officers: Janet Wheeler - Town Clerk

One member of the public was present.

The meeting opened with a statement from Cllr A Hudson thanking the Council members and the staff for their efforts to bring the new Community and Sports Pavilion at Edmonds Park to fruition.

#### **22. To receive apologies**

Apologies were received from Cllrs K Morrison and G Ryall.

#### **23. To receive declarations of interests**

There were no declarations.

#### **24. To approve the minutes of the Annual meeting held on 16<sup>th</sup> May 2023 and to include questions on the minutes as to the progress of any item**

The Mayor paged through the minutes for amendments. It was proposed by Cllr A Macdonald and seconded by Cllr C. Jennings and RESOLVED to approve the minutes with no amendments. 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 and seconded by Cllr C Jennings and RESOLVED to receive the Minutes for the meetings held on 17<sup>th</sup> May 2023 and 31<sup>st</sup> May 2023 (to be approved at Committee). There were no recommendations.

**b) Finance and General Purposes Committee**

It was proposed by Cllr T Worgan and seconded by Cllr J Loder and RESOLVED to receive the Minutes for the meetings held on 22<sup>nd</sup> May 2023 and 19<sup>th</sup> June 2023 (to be approved at Committee). The vote was unanimous.

There were several recommendations:

**Minute 11: To review the effectiveness of the internal auditor** It was proposed by Cllr T Worgan and seconded by Cllr H Macdonald and RESOLVED to approve the internal auditor's work for the past financial year. It was RESOLVED to retain Auditing Solutions Ltd for an additional year. The vote was unanimous.

**Minute 19 (ii): Unaudited financial statements for the year ending 31<sup>st</sup> March 2023** It was proposed by Cllr T Worgan and seconded by Cllr G Roberts and RESOLVED to adopt and sign the unaudited financial statements for the year ending 31<sup>st</sup> March 2023. It was noted that although the Council has been well run - the general reserve is too low at around £78k and measures will need to be taken to increase this reserve by the end of the current financial year. The vote to approve the financial statements was unanimous.

**c) Environment & Climate Committee**

It was proposed by Cllr G Roberts and seconded by Cllr S Cole and RESOLVED to receive the Minutes for the meeting held on 5<sup>th</sup> June 2023. There was one recommendation:

**Minute 19: To approve the replacement of two see-saws at Edmonds Park and Great Western Park for the sum of £6,750 + VAT.**

It was proposed by Cllr G Roberts and seconded by Cllr A Hudson and RESOLVED to purchase the two replacements see-saws at a cost of £6,750 + VAT.

**d) Personnel and Administration Committee**

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to receive the minutes for the meeting held on 12<sup>th</sup> June 2023.

There was one recommendation:

**Minute 8: To adopt the DTC Driving Policy** It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to approve this draft in principal. There was a discussion about the wording relating to the use of mobile phones and hands free phones. Cllr M Khan also called for dash cameras in all DTC vehicles in order to protect staff in the event of an incident. The vote was unanimous for the policy and the installation of dash cams.

#### **e) Property & Facilities Committee**

It was proposed by Cllr C Jennings and seconded by Cllr H Macdonald and RESOLVED to receive the minutes of the meeting held on 24<sup>th</sup> May 2023. There were several recommendations.

**Minute 11:** It was proposed by Cllr L Hislop and seconded by Cllr C Jennings and RESOLVED to approve the **Carbon Reduction strategy**. There was a debate about thinking beyond the principles; timings; Council finances and available resources. Other members felt that the time to act was now and these policies must take priority. The vote was unanimous.

**Minute 13:** It was proposed by Cllr C Jennings and seconded by Cllr L Hislop and RESOLVED to approve the **Green Energy Procurement Policy**. The vote was unanimous.

**Minute 14:** It was proposed by Cllr C Jennings and seconded by Cllr L Hislop and RESOLVED to approve the **Carbon Monitoring Policy**. Cllr M Khan wished to thank the Officers for their work on these policies. Cllr H Macdonald again cautioned on the costs involved in carrying through these policies. The vote on approval of this policy was unanimous.

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

Both reports were noted by the Council. The Deputy Mayor informed the Council of an event that he attended – the Poppy Meadows Home celebrations – which was not on the report.

**27. To receive and approved the revised asset register for 2022 – 2023** It was proposed by Cllr T Worgan and seconded by Cllr D Rouane and RESOLVED to approve the revised asset register for 2022 – 2023. The vote was unanimous.

**28. To receive and adopt the final internal audit report for 2022 – 2023** The report was due to be reviewed fully at the next meeting of the Finance & General Purposes Committee as it was only completed on the day of the meeting. It was proposed by Cllr T Worgan and seconded by Cllr G Roberts and RESOLVED to approve the internal audit report for 2022 – 2023 subject to any comments raised by the July meeting of the Finance & General Purposes Committee. The vote was unanimous.



**29. To approve the Annual Governance and Accountability Return (AGAR) and financial statements for the year ended 31<sup>st</sup> March 2023**

( i ) The Council discussed the Annual Governance Statement 2022 – 2023 in Section 1 of the AGAR. It was proposed by Cllr T Worgan and seconded by Cllr J Broadbent and RESOLVED to approve the statements therein. The vote was unanimous.

( ii ) The Council reviewed the accounting statements and the figures in Section 2 of the AGAR as recommended by the F&GP Committee. It was proposed by Cllr T Worgan and seconded by Cllr J Broadbent and RESOLVED to approve the financial statements for the 2022 – 2023 financial year. The vote was unanimous.

**30. To resolve any outside bodies representation where there are dual nominations** Cllr D Rouane circulated a sheet of nominations to be considered at the meeting. Cllr M Khan proposed two alterations to the list. He proposed that Cllr L Hislop fills the vacant space on the Ladygrove Management Working Group and that Cllr L Hislop takes alternate representation on the Earth Trust meetings with Cllr G Roberts. It was proposed by Cllr D Rouane and seconded by Cllr C Jennings and RESOLVED to approve the list with these amendments as below:

**Working Groups, Outside Bodies and Organisations**

<b>Working Group/outside body</b>	
Allotment Liaison Representatives (5)	
1. Broadway	Nick Hards
2. Cockcroft	
3. Mereland Road	
4. New Road	David Rouane
5. Wantage Road	Andrew Jones
Allotment Liaison Group – Allotment Liaison Representatives (above) plus Outdoor Services Manager and new Projects and Services Officer	
No Chair appointed	
CCTV Management Group (Mayor or Leader plus Town Clerk)	
Citizens Advice, Oxfordshire South and Vale (1) Gavin Roberts	
Didcot Arts and Community Association (1) James Broadbent	
Didcot Chamber of Commerce (1) Olly Glover	
Didcot North East Stakeholder Group (2) Zia Mohammed and Nick Hards	
Didcot Town Fayre Working Group (6) Cllr M Khan; Cllr D Macdonald; Cllr A Macdonald; Andrew Jones; Olly Glover and Cllr L Hislop.	

<b>Working Group/outside body</b>
Didcot Garden Town Board (1 plus a substitute) Chris Jennings and Kelly Morrison
Earth Trust Local Stakeholder Group (2) Gavin Roberts and Luke Hislop
Fleet Meadow Community Trust – Mocky Khan; David Rouane; Hugh Macdonald; Tony Worgan; Zia Mohammed; Andrew Jones and Luke Hislop.
Hagbourne Charities (2) to act as trustees ideally for a 4 year term Chris Jennings and Olly Glover
King Alfred Drive Community Centre (1) Luke Hislop
Ladygrove Management Group – (7) to look after all the assets in Ladygrove including the lakes and the recreation ground David Rouane; Chris Jennings; Kelly Morrison; Tony Worgan; Zia Mohammed; Olly Glover; James Broadbent
Oxfordshire Association of Local Councils (2) Kelly Morrison and Mocky Khan
Oxfordshire Larger Local Councils biannual meeting (1 plus the Town Clerk) Chris Jennings and the Town Clerk
Parish Transport Representative (1) Tony Worgan
Power Station Liaison Committee (2) David Aragao/Kelly Morrison and Axel Macdonald
Public Art Working Group (5) Tony Worgan; Hugh Macdonald; Kelly Morrison; Nick Hards and Denise Macdonald
Sutton Courtenay Local Liaison Committee (1) Olly Glover
Traffic Advisory Group (open to all)
Twinning Association (1) Jim Loder
UKAEA Liaison Committee (1) James Broadbent
(NEW) Didcot Powerhouse Advisory Group (1) Tony Worgan

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

The Leader spoke about the two main topics relating to the grass cutting and the oxygen crash in the Ladygrove Lakes which resulted in a number of dead fish. Cllr N Hards spoke about the concerns relating to the grass cutting at certain junctions where the vision splays were over-grown. Several Councillors voiced their theories on why the fish suffered at the lakes. Cllr J Broadbent thanked the professionalism of the outdoor staff – putting their own health at risk to deal with the fish. He spoke of conducting a survey of what fish are in the lakes.

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

The next meeting of the Advisory Board was on 17<sup>th</sup> July and the Leader will report back at the next Council meeting. He also confirmed that the Didcot Garden Town Team will attend the Council meeting on 4<sup>th</sup> September to give a presentation on the work to date.

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

No questions had been received before the meeting – however there were questions directed at the Leader during the meeting. Unfortunately it was very difficult to hear the questions that were asked and the Leader's responses for this section of the minutes. Therefore the following may be incomplete.

**Q: How do we address the issue of raw sewage? (Cllr L Hislop)**

A: Not possible to give a clear answer. Maintenance may not have been carried out effectively. Perhaps a meeting with Thames Water to let them know this is not acceptable.

**Q: What are the views of the Leader on the HIF & Gateway projects? Is he for or against? (Cllr M Khan)**

A: Not a personal view but would support the Planning Committee on both projects.

**Q: What are your views on abusive comments towards the Council and staff on social media? (Cllr M Khan)**

A: We need to look at ways to communicate better. The accusations are often inaccurate and not fair to staff. The elected members should stand by the staff.

**34. Exclusion of the press and public**

**RESOLVED:** pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 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.

**35. To approve the recommendation for the Town Council to recruit a Deputy Town Clerk**

It was proposed by Cllr C Jennings and seconded by Cllr M Khan and RESOLVED to recruit a Deputy Town Clerk and to delegate the recruitment and appointment to the interview panel. The vote was unanimous.

**36. To approve the recommendation for the Town Council to recruit a new Property & Facilities Manager**

It was proposed by Cllr C Jennings and seconded by Cllr O Glover and RESOLVED to recruit a new Property & Facilities Manager and to delegate the recruitment and appointment to the interview panel. The vote was unanimous.

The Council also wished to thank the outgoing manager, Nicholas White, for all his hard work and to wish him every success in his new position.

The meeting closed at 8.30pm.

Signed:

(Mayor)

Date:

## Didcot Town Council

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### **Extraordinary Council Meeting**

Monday 7<sup>th</sup> August 2023 at 8.00pm

Main Hall, Didcot Civic Hall



### **Minutes**

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

#### **PRESENT**

Councillors:

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

Officer: Janet Wheeler - Town Clerk

17 members of the public were present.

The Leader, Cllr Chris Jennings, addressed the meeting on his views regarding the new dual carriageway planned for the A4130 into Didcot. He hoped that a solution could be found that works for everyone.

It was proposed by Cllr A Macdonald and seconded by Cllr D Macdonald and RESOLVED to suspend standing orders to allow for members of the public to address the Council.

#### **Public Participation**

Members of the public were invited to air their views. Comments were taken from the following:

Mr John Salmons  
Cllr Cath Convery  
Mr David Tannahill  
Cllr Iain Duff  
Cllr Sally Povolotsky

Standing orders were reinstated.

Before the meeting began, the Council were asked to grant a special dispensation to newly elected Cllr Sarah Victoria Nohre. She was currently away and unable to sign her Declaration of Acceptance of Office until 14<sup>th</sup> August 2023. It was proposed by Cllr T Worgan and seconded by Cllr C Jennings and RESOLVED to grant the dispensation. The vote was unanimous.

**37. To receive apologies**

Apologies were received from Cllr Z Mohammed.

**38. To receive declarations of interests**

Cllr K Morrison declared an interest due to her employment at a science centre. Cllr D Rouane declared an interest as the Leader of South Oxfordshire District Council and a member of the Oxfordshire County Council's Planning & Regulation Committee. Neither Councillor left the meeting and Cllr D Rouane took part in the debate.

**39. To discuss the recent decision by Oxfordshire County Council's Planning & Regulation Committee to REFUSE the planning application for the project named as HIF1. To agree a formal response (if any) and to agree any follow-up action as required.**

Project Summary (taken from the meeting of the Didcot Garden Town Delivery Plan – update 17 July 2023)

*Project summary – Four linked Housing Infrastructure Fund (HIF1) Highways schemes to improve connectivity, unlock delivery of new homes and jobs and improve cycling and pedestrian provision. Completion due by mid-2026 but may be delayed by land acquisition and planning challenges.*

*Four projects:*

- 1. Science Bridge*
- 2. A4130 capacity improvements*
- 3. Clifton Hampden Bypass*
- 4. New River Thames crossing at Culham*

Cllr M Khan thanked the members of the public for attending this Extra-Ordinary Council meeting and for giving their views on the planning refusal. Cllr M Khan read

out the motion that he wished to propose to the Council. This motion was seconded by Cllr C Jennings:

***“Didcot Town Council deplores the decision of Oxfordshire County Council’s Planning and Regulation Committee to refuse the Planning Application for the Didcot Garden Town HIF1 Scheme, the cost of this refusal being the loss of £240million of funding towards the scheme from Homes England. Didcot and the surrounding area needs this grant towards the cost of providing infrastructure to support the building of over 15,000 new homes in and around Didcot.***

***Didcot Town Council resolves to write to South Oxfordshire District Council, Oxfordshire County Council and the Secretary of State for Levelling up, Housing and Communities reiterating our support for the Didcot Garden Town HIF 1 scheme. This Council also asks that the Secretary of State not only grants planning permission as submitted but issues a direction that an improved HIF 1 is delivered.”***

Cllr M Khan spoke about the reasons why HIF1 was so important to Didcot. The members joined the debate to discuss aspects of the refusal and what it would mean not only to Didcot but to the Garden Town and surrounding parishes. The actual HIF 1 plan was also discussed and critical judgement was made by some.

A recorded vote was requested for support of the written motion:

	For	Against	Abstention
Cllr J Broadbent	x		
Cllr S Cole	x		
Cllr O Glover	x		
Cllr D Guerra Aragao	x		
Cllr N Hards	x		
Cllr L Hislop	x		
Cllr A Hudson	x		
Cllr C Jennings	x		
Cllr A Jones	x		
Cllr M Khan	x		
Cllr J Loder	x		
Cllr A Macdonald	x		
Cllr D Macdonald	x		
Cllr H Macdonald		x	
Cllr Z Mohammed	-	-	-
Cllr K Morrison	x		

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Cllr G Roberts	x		
Cllr D Rouane	x		
Cllr G Ryall	x		
Cllr T Worgan	x		
Vacant seat	-	-	-

The vote was unanimous – in favour.

The meeting closed at 9.06pm.

Signed:

(Mayor)

Date:



## Didcot Town Council

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### Minutes of the

### **Planning and Development Committee**

Wednesday 21<sup>st</sup> June 2023 at 7:30pm

All Saints Room, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

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

##### **Officers:**

A Guzinski (Planning and Allotments Officer)

##### **Public:**

2 members of the public attended.

#### **Public Participation**

The Chair suspended the Standing Orders to allow the members of the public to address the Committee.

The first member of the public spoke regarding agenda item 9k – *Planning application P23/S1775/FUL - Car Park Station Road Didcot OX11 7NN.*

The resident expressed their objections to the extension of permanent car park permissions for the land at Station Road for the following reasons:

- The harms created by the car park outweigh the benefits, as there is increased traffic, noise, and a poor visual design facing onto the commuters arriving from the train station.
- The nearby Railway Station car park has been recently redeveloped, rendering this car park redundant, as it was designed to be safer and take over the entire capacity of the temporary car park.
- The extension of the temporary car park permission is not a new development, and it is no longer needed in the town.
- The site had 8 previous extensions, totalling to 17 years of a temporary car park status.

- The site will be redeveloped in due course, and better short-term alternatives should be sought out instead of the extension.

Cllr A Jones enquired about the possible outcome of the car park closure resulting in the residents parking on roads or other car parks.

The resident explained that the car park has been made redundant by the newly redeveloped Station car park, and that the existing car park is due to be redeveloped for other purposes.

Cllr S Cole enquired about the current time scales of the temporary permission.

The resident explained that under the current permissions, the car park would retain the temporary status until September 2023, after which it would have to cease operations.

Cllr N Hards suggested that the car park could be valuable due to the proximity of to the station and other areas of desire.

The resident stated that there are car parks which are even closed to both destinations.

The second member of the public spoke about item 5c (late correspondence) - *correspondence regarding Planning Application P22/V1053/RM - Didcot A - plot A3 / A4.*

The resident explained that they were a Town Councillor from the previous administration and as the Planning and Development Committee's previous Chair, gave insight into the prior objections raised by the Committee.

The resident also expressed that the committee should maintain the previous objections, due to the potential of increased vehicle movement in the area causing additional traffic. The resident also stated that the only access to the proposed site is an already congested 5-pronged roundabout, which is used by commuters and pedestrians.

The Chair thanked the members of the public and reinstated the Standing Orders.

### **The meeting stated at 19:53**

#### **32. To receive apologies**

Apologies were tendered by Cllr D Rouane and Cllr C Jennings.

Cllr A Jones substituted for Cllr D Rouane.

No other apologies were received.

#### **33. 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

Cllrs N Hards and A Jones declared an interest on agenda item 9i. Didcot Railway Centre Station Road Didcot OX11 7NJ. However, participation was allowed due to the Councillors not holding any positions of influence in this application.

No other declarations were made.

### **34. To approve the draft minutes of the meeting held on 31<sup>st</sup> May 2023**

It was proposed by Cllr L Hislop, 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.

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

There were no questions on the minutes.

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

<b>Item</b>	<b>Date received</b>	<b>Received from</b>	<b>Sent to Members</b>	<b>Details</b>
5a)	1 <sup>st</sup> June 2023	OCC	5 <sup>th</sup> June 2023	Notice of Public Consultation regarding the Didcot Central Corridor.  Comments to be submitted by 4 <sup>th</sup> July 2023
5b)	12 <sup>th</sup> June 2023	OCC	12 <sup>th</sup> June 2023	Approval of Details pursuant to Condition 3 (School Travel Plan) of planning permission no. (R3.0002/22) at Land northeast of Didcot, Didcot, OX11 7SB

The Committee noted the correspondence received.

The Committee also noted the item of late correspondence regarding Planning Application P22/V1053/RM - Didcot A - plot A3 / A4.

The Planning and Allotments Officer explained the background of the application and the previous responses given.

It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and **RESOLVED** to **maintain previous objections** with additional **comments**:

Didcot Town Council's Planning and Development Committee would like to maintain their previous objections to this application. The committee noted the lack of objections from Oxfordshire County Council and the Sutton Courtenay Parish Council, however the Committee believed that the application would have an impact on traffic at the roundabout, which will in turn have a negative impact on traffic throughout Didcot, particularly around the Northern Perimeter Road, the access to

Ladygrove and the North-East development. The roundabout is also frequently used by commuters and pedestrians who use it on their way to the nearby schools, and adding more traffic to this area would have a detrimental impact on the commute.

All members agreed.

**37. To note the erection of 59 new residential dwellings and 4 commercial properties to be street named and numbered.**

The Committee noted the erection, street naming and numbering of the residential dwellings and commercial properties.

**38. To note the change of address from 73 Abbott Road, DIDCOT OX11 8JA, to: 105A Queensway, DIDCOT OX11 8SN**

The Committee noted the change of address.

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

The Committee noted the Lawful Development applications listed below:

8a)	Application	<a href="#">P23/S1738/LDP</a>	9 Yellowhammer Place Didcot OX11 6JJ
	Proposal	Proposed ground floor rear extension.	
8b)	Application	<a href="#">P23/S1939/LDP</a>	9 Yellowhammer Place Didcot OX11 6JJ
	Proposal	Proposed ground floor rear extension to existing dwelling.	

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

9a)	Application	<a href="#">P23/S1033/HH</a>	40 Manor Road Didcot OX11 7JY
	Amendment	No. 1 - dated 31st May 2023	
	Proposal	Demolish existing side garage, conservatory, and rear ancillary room. Construct side extension and enclose front porch. (As amended and clarified by plans received 31 May 2023, omitting the detached garage from the proposals)	
	DTC's previous response	Didcot Town Council's Planning and Development Committee would like to enquire if this application address falls within the conservation area boundary and if the conservation officer had been consulted.	
	Response date	15 <sup>th</sup> June 2023 ( <b>consulted via email</b> )	

	Agreed response	It was <b>RESOLVED</b> to submit <b>no objections</b> to this application ( <b>consulted via email as an extension could not be granted</b> ) (Ref: <b>247550</b> )	
9b)	Application	<a href="#">P23/S1798/S73</a>	4 Ernest Road Didcot OX11 8QH
	Proposal	Variation of condition 2 (Approved plans) on application reference number P21/S2637/FUL - to allow for the provision of a parking space to accord with highways standards. (Proposed new dwelling)	
	Response date	22 <sup>nd</sup> June 2023	
	Agreed response	<p>It was proposed by Cllr L Hislop, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application with the following <b>comments</b>: (ref: <b>247983</b>)</p> <p>Didcot Town Council's Planning and Development Committee would like to see the inclusion or evidence of visibility splays on this application, as recommended by condition 6 of the Planning Inspectorate Report.</p> <p>Five members agreed, one member abstained.</p>	
9c)	Application	<a href="#">P23/S1794/FUL</a>	Land to the north of the A4130 Didcot
	Proposal	Development of a neighbourhood centre to comprise a convenience retail store and additional commercial, business and service floorspace (Use Class E); coffee shop with drive-thru facility (Use Class E(a)); day nursery (Use Class E(f)); 169 residential flats (Use Class C); together with car parking, public realm and structured landscaping and the creation of an access road and associated works.	
	Response date	23 <sup>rd</sup> June 2023	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and <b>RESOLVED to object</b> to this application with the following <b>comments</b>: (ref: <b>248041</b>)</p> <p>Didcot Town Council's Planning and Development Committee would like to object to this application with the following comments: The Committee noted that the development is not in keeping with the remainder of the town and out of character. The proximity to the nearby Science Parks of Culham, Harwell and Milton Park would also negatively affect the traffic at peak times.</p> <p>Unit B (drive-through café) also needs to be reconsidered, as it was noted that the current layout has poor access and has a detrimental impact on traffic, both to the proposed nursery and to the already congested road and roundabout located nearby.</p> <p>Unit E (Buy to Rent Accommodation) was noted as “professional, high quality private rental sector” in the pre-application advice, however the Committee do not believe that the proposed accommodation unit matched the description given by the developer. The design of the buildings is not in keeping with the area and does not look to be of high quality. The Committee does not believe that the blocks make a “positive statement” as claimed in the design statements.</p>	

		<p>The Committee also noted the poor provision of sustainable energy and environmental considerations, as the current statement only shows a small number of solar panels installed “if necessary”. The Committee would like to see the inclusion of more sustainable solutions throughout the development.</p> <p>The Committee noted the development’s proximity to Moore Ditch, and other potential drainage issues throughout the development, such as the inclusion of a swale marked as 3 metres deep. The Committee does not believe that the currently present swale is of the marked depth, and the Committee would wish to see the comments made by the drainage officer.</p> <p>The Committee also noted the lack of access to the bin stores, as the current application plans do not show an easy route or a bay for a bin lorry to carry out the collection safely and conveniently without impacting the car park or the pathways throughout the development.</p> <p>All members agreed.</p>	
9d)	Application	<a href="#">P23/S1804/A</a>	Land North East of Didcot
	Proposal	Erection of a 'V' shaped freestanding advertisement totem pole and a single sided freestanding advertisement totem pole.	
	Response date	23 <sup>rd</sup> June 2023	
	Agreed response	<p>It was proposed by Cllr A Jones, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (ref: <b>247987</b>)</p> <p>Five members agreed, one member abstained.</p>	
9e)	Application	<a href="#">P23/S1226/FUL</a>	Land Adjacent to 55 Broadway Didcot OX11 8AJ
	Proposal	Erection of a three-bedroom detached dwelling with parking space.	
	Response date	27 <sup>th</sup> June 2023	
	Agreed response	<p>It was proposed by Cllr L Hislop, seconded by Cllr S Cole, and <b>RESOLVED</b> to <b>object</b> to this application with the following <b>comment</b>: (ref: <b>248042</b>)</p> <p>Didcot Town Council’s Planning and Development Committee would like to object to this application on the grounds of highway safety and parking, as under the current planning application, cars would have to reverse onto or from the main road, across a public pathway. The current plans do not allow for a vehicle to manoeuvre within the property boundary.</p> <p>All members agreed.</p>	
9f)	Application	<a href="#">P23/S1867/HH</a>	22 Saxons Way Didcot OX11 9RA
	Proposal	Proposed single-storey extension to replace existing conservatory.	
	Response date	28 <sup>th</sup> June 2023	
	Agreed response	<p>It was proposed by Cllr A Jones, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (ref: <b>248043</b>)</p>	

		All members agreed.	
9g)	Application	<a href="#">P23/S1901/HH</a>	36 Sutherland Beck Didcot OX11 7FF
	Proposal	Installation of an Air source heat pump at ground level at the rear of the property.	
	Response date	29 <sup>th</sup> June 2023	
	Agreed response	It was proposed by Cllr A Jones, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit the following <b>comments</b> : (ref: <b>248045</b> ) Didcot Town Council's Planning and Development Committee would like to see an inclusion of noise insulation wherever possible to minimise the acoustic impact of the pump.	
		All members agreed.	
9h)	Application	<a href="#">P23/S1924/HH</a>	54 Slade Road Didcot OX11 7AT
	Proposal	Proposed first floor bedroom extension. Re-roof existing conservatory. Rooflight to existing flat roofed, single storey, back extension.	
	Response date	29 <sup>th</sup> June 2023	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Jones, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (ref: <b>248046</b> )	
		All members agreed.	
9i)	Application	<a href="#">P23/S1919/FUL</a>	Didcot Railway Centre Station Road Didcot OX11 7NJ
	Proposal	Proposed development of the existing sidings and storage space at Didcot Railway Centre to provide a replica 1930's Goods Depot with exhibition space, to be designed to fit in with the character of the site and give an authentic feel of a historic goods depot.	
	Response date	30 <sup>th</sup> June 2023	
	Agreed response	It was proposed by Cllr S Cole, seconded by Cllr A Jones, and <b>RESOLVED</b> to submit <b>no objections</b> with the following <b>comments</b> : (ref: <b>248047</b> )  Didcot Town Council's Planning and Development Committee has no objections to this application; however, the Committee would like to point out that should the proposed building lack insulation, the water supply to the building should be insulated.	
		All members agreed.	
9j)	Application	<a href="#">P23/S1899/HH</a>	15 Buckthorn Crescent Didcot OX11 6GG
	Proposal	Single-storey pitched roof side extension.	
	Response date	30 <sup>th</sup> June 2023	
	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>248048</b> )	
		All members agreed.	
9k)	Application	<a href="#">P23/S1775/FUL</a>	Car Park Station Road Didcot OX11 7NN
	Proposal	Change of use of land for car parking for a temporary period of two years.	
	Response date	30 <sup>th</sup> June 2023	

	Agreed response	<p>It was proposed by Cllr S Cole, seconded by Cllr L Hislop, and <b>RESOLVED to object</b> to this application with the following <b>comments:</b> (ref: <b>248049</b>)</p> <p>Didcot Town Council's Planning and Development Committee would like to object to this application, as the Committee believed that the car park has been made redundant by the redevelopment of the nearby Railway Station's car park, which was designed to take on the full capacity of the existing temporary car park. As this car park land is due to be redeveloped, the Committee believed that the land could be used for alternative purposes, which could promote the town or wellbeing and provide more variety in the area. The Committee also noted that the temporary car park has been listed as temporary for a prolonged period. The Committee urges the applicant to find an alternative short-term solution for the land.</p> <p>Five members agreed, one member voted against.</p>	
9l)	Application	<a href="#">P23/S1629/FUL</a>	B & M Stores Wallingford Road North Moreton OX11 9DA
	Proposal	Erection of 4.8 metre high fence to provide extension to existing external garden centre.	
	Response date	3 <sup>rd</sup> July 2023	
	Agreed response	<p>It was proposed by Cllr A Jones, seconded by Cllr N Hards, and <b>RESOLVED to submit no objections</b> to this application. (ref: <b>248050</b>)</p> <p>All members agreed.</p>	
9m)	Application	<a href="#">P23/S1934/HH</a>	126a Park Road Didcot Oxon OX11 8QR
	Proposal	Construction of two storey rear/side extension; raise gable over porch/garage on front elevation; replacement of flat roof with pitched roof over existing porch and garage; installation of wind turbine on rear gable; rendering to existing face brickwork.	
	Response date	3 <sup>rd</sup> July 2023	
	Agreed response	<p>It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and <b>RESOLVED to submit no objections</b> to this application. (ref: <b>248051</b>)</p> <p>Five members agreed, one member abstained.</p>	
<p>It was proposed by Cllr A Jones, seconded by Cllr L Hislop, and <b>RESOLVED to allow for an additional FIVE minutes to be allocated to the meeting time.</b></p> <p>All members agreed.</p>			
9n)	Application	<a href="#">P23/S1598/HH</a>	18 Churchill Close Didcot OX11 7BX
	Proposal	Single storey front and side extension.	
	Response date	5 <sup>th</sup> July 2023	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Cole, and <b>RESOLVED to submit no objections</b> to this application. (ref: <b>248052</b>)</p> <p>All members agreed.</p>	
9o)	Application	<a href="#">P23/S2007/HH</a>	1 Lydalls Close Didcot OX11 7LD
	Proposal	Erection of new workshop.	
	Response date	5 <sup>th</sup> July 2023	



	<b>Agreed response</b>	It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (ref: <b>248053</b> )  All members agreed.
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#### 41. To comment on the License Applications.

<b>Application</b>	<a href="#">LAPREM/21614/23</a>	To view application, use LAPREM/21614/23 or the key words: Not Just Another Whisky Store
<b>Details</b>	New Premises Licence Application - Not Just Another Whisky Store, Didcot Enterprise Centre, Didcot	
<b>Response date</b>	6 <sup>th</sup> July 2023	
<b>Agreed response</b>	It was proposed by Cllr S Cole, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this license application. ( <b>Responded by email</b> )  All members agreed.	

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

The Committee noted that no planning appeals were received.

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

The Committee noted the approved applications as listed:

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
No objections	P23/S1125/HH	Erection of a new storey and a half side extension. Erection of new rear porch.  <b>22 Glyn Avenue Didcot OX11 7AH</b>
The Planning and Development Committee would like to maintain their previous objection and comments. It was felt that the information supplied did not satisfy the Committee and had not addressed the comments previously submitted.	P22/S4615/HS	Application for Hazardous Substances Consent. (As clarified by the supplementary information report accompanying Agent's email dated 3 February 2023)  <b>Basildon House Hawksworth Harrier Park Didcot OX11 7PL</b>

No objections	P23/S1253/HH	Two storey side extension, single storey rear extension and amendments to the fenestration.  <b>60 Park Road Didcot OX11 8QP</b>
No objections	P23/S1022/HH	Removal of existing garage. Enlarge back porch and construction of single storey rear extension.  <b>36 Kynaston Road Didcot OX11 8HD</b>
Didcot Town Council's Planning and Development Committee would like to object with the following comments: The Committee noted that the illumination of the sign is very bright and causes a nuisance to the houses opposite. The operating hours should also be reduced, and the brightness decreased to a lower luminance, such as by changing to a different light bulb.	P23/S1209/A	Installation of 1 x fascia sign, internally illuminated.  <b>The Smile Practice 200A Broadway Didcot OX11 8RN</b>
No objections	P23/S1334/HH	Single-storey extension and associated works.  <b>11 Wessex Road Didcot OX11 8BU</b>

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

The Committee noted that no applications were refused.

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

The Committee noted the withdrawn applications as listed:

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
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<p>Didcot Town Council's Planning and Development Committee noted that at the time of commenting, there were no comments received from the neighbour, however the Committee has some concerns over the impact on the neighbour, with the property being built right up to the boundary, and the lack of characteristics on the wall which will be facing the adjacent property.</p>	<p><a href="#">P23/S1188/HH</a></p>	<p>Two storey side extension and single storey rear extension - Revision to approval P22/S3817/HH to bring first floor flush with front elevation.</p> <p><b>161 Green Close Didcot OX11 8TD</b></p>
<p>N/A</p>	<p><a href="#">P23/S1319/LDP</a></p>	<p>Proposed replacement of existing conservatory structure with a masonry single-storey structure.</p> <p><b>22 Saxons Way Didcot OX11 9RA</b></p>

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

The Committee noted that no applications were referred.

The meeting closed at 21:35.

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

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

## Didcot Town Council

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### Minutes of the

### **Planning and Development Committee**

Wednesday 12<sup>th</sup> July 2023 at 7:30pm

All Saints Room, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

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

##### **Officers:**

A Guzinski (Planning and Allotments Officer [minutes])

##### **Public:**

3 members of the public attended.  
Cllr A Jones attended as a member of the public.

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

No 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 21<sup>st</sup> June 2023**

Cllr D Rouane pointed out a clerical error in the public participation section.

The item regarding the proximity of the car parks should read "... car parks which are even *closer* to both destinations".

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

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

There were no questions on the minutes.

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

Item	Date received	Received from	Sent to Members	Details
5a)	21 <sup>st</sup> June 2023	SODC	23 <sup>rd</sup> June 2023	To inform DTC that the appeal for planning application P21/S5378/FUL - Ridgeway House, 1A Hagbourne Road, Didcot, OX11 8DP, has been approved.
5b)	21 <sup>st</sup> June 2023	SODC	23 <sup>rd</sup> June 2023	To inform DTC that the appeal for planning application P21/S3973/FUL - 14 Haydon Road, Didcot, OX11 7JD, has been approved.
5c)	23 <sup>rd</sup> June 2023	SODC	23 <sup>rd</sup> June 2023	To inform DTC about the preliminary designs of the new Didcot Gateway Development. Formal consultation to follow.

The Committee noted the correspondence.

A late item of correspondence regarding planning application P23/S1798/S73 had been noted and was discussed as *item 11m) – Planning Applications*.

### 52. To suggest 8 new street names for the development of 150 new dwellings off Abingdon Road (Miller Homes) and 1 street name for Phase 3B of Ladygrove North.

The Committee discussed potential street names.

It was proposed by Cllr N Hards, seconded by Cllr C Jennings, and **RESOLVED** to recommend a list of butterflies' species to be used as street names.

Names listed were Comma, Red Admiral, Tortoise Shell, Brimstone, Orange Tip, Skipper, Marbled White, Speckled Wood.

All members agreed.

It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and **RESOLVED** to recommend using a name from the list of British Engineers provided as part of the previous request for Ladygrove North.

All members agreed.

**53. To note the conversion of rear of 174 Broadway to create 3 new ground floor flats to be known as: Flat 1, 174 Broadway, DIDCOT OX11 8RN and 1 and 2 Whitehorse Walk, Broadway, DIDCOT OX11 8RN**

The Committee noted the conversion and creation of 3 new ground floor flats.

**54. To note the erection of 29 retirement apartments to be street named and numbered: 1 to 12 (Cons) and 12A to 29 (Cons) Brunel Lodge, 2 Foxhall Road, DIDCOT OX11 7AA**

The Committee noted the erection and numbering of the retirement apartments.

It was proposed by Cllr N Hards, seconded by Cllr C Jennings, and **AGREED** to send a letter of objection to the name of the development, as there is already a road in Didcot called Brunel Road. The name is overused and could lead to confusion with other roads and areas of the town.

All members agreed.

**55. To comment on OCC's planning application for Section 73 application for construction of a new two storey 2 form of entry (FE) primary school with 90-place nursery (Use Class F1) with roof-mounted solar photovoltaic equipment, alongside hard and soft landscaping, external play areas, sports pitch and netball court, external lighting, parking, and boundary treatment permitted by R3.0002/22 (P22/S0244/CC) without complying with condition 1.**

<b>Application</b>	<a href="#">R3.0082/23</a>	View application and make comment using reference no: R3.0082/23
<b>Proposal</b>	Planning application by Oxfordshire Country Council, for planning permission: Section 73 application for construction of a new two storey 2 form of entry (FE) primary school with 90-place nursery (Use Class F1) with roof-mounted solar photovoltaic equipment, alongside hard and soft landscaping, external play areas, sports pitch and netball court, external	

	lighting, parking and boundary treatment permitted by R3.0002/22 (P22/S0244/CC) without complying with condition 1 (to amend the approved drawings to increase the height of the flue, increase the height of both roof access stairs and guard rails on the main school building; and increase the height of the ladder and amend tank on top of the bin store)
<b>Location</b>	<b>Land North East of Didcot, Didcot, OX11 7SB</b>
<b>Response date</b>	27 <sup>th</sup> July 2023
<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr H Macdonald, and <b>RESOLVED</b> to submit <b>no objections</b> to this application.  All members agreed.

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

The Committee noted that there were no applications received. The application listed on the agenda was noted as a clerical error.

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

<b>11a)</b>	<b>Application</b>	<a href="#">P23/S1805/RM</a>	Land North East of Didcot Didcot
	<b>Proposal</b>	Reserved Matters application pursuant to Outline Planning Permission (P15/S2902/O) in respect of the provision of access between the proposed Didcot Neighbourhood Centre and the A4130.	
	<b>Response date</b>	18th July 2023	
	<b>Agreed response</b>	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>249047</b> ) All members agreed.	
<b>11b)</b>	<b>Application</b>	<a href="#">P23/S2003/FUL</a>	Land North East of Didcot Didcot
	<b>Proposal</b>	Erection of a three storey 66-bedroom residential care home (Use Class C2) for the elderly and associated car park, ancillary buildings and landscaping.	
	<b>Response date</b>	18 <sup>th</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr N Hards, seconded by Cllr C Jennings, and <b>RESOLVED</b> to <b>object</b> to this application with the following comments:  Didcot Town Council's Planning and Development Committee would like to object to this application for the following reasons:  The Committee noted a lack of bus stops or other transport links in the proximity of the development, limiting the access to those who have disabilities or impairments. Paragraph 3.6 of the Travel Plan states that a bus stop is classed as being accessible to people without mobility impairment at 400m away from their residence. The nearest	

		<p>bus stop is located at 420m (para 3.16); however, the Committee believes that the distance being set for people without mobility impairment is not appropriate for this development, which will likely be used by people with limited mobility.</p> <p>The Committee also believes that the design and aesthetics of the building do not match the description laid out in the Design and Access statement paragraph 5.14, which states “high quality, sustainable, and beautiful building”. Contradictory to this statement, the building does not seem to be of a high-quality design, and it is not a “beautiful” development. (Ref: <b>249087</b>) All members agreed.</p>	
<b>11c)</b>	<b>Application</b>	<a href="#">P23/S2139/HH</a>	3 Stort Close Didcot OX11 7UR
	<b>Proposal</b>	Demolition of existing conservatory. Proposed single storey rear extension. Proposed single storey front extension. Conversion of garage into habitable accommodation.	
	<b>Response date</b>	19 <sup>th</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249048</b> ) All members agreed.	
<b>11d)</b>	<b>Application</b>	<a href="#">P23/S2198/HH</a>	58 Park Road Didcot OX11 8QP
	<b>Proposal</b>	Single storey extension and new vehicular access	
	<b>Response date</b>	21 <sup>st</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr D Rouane, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249049</b> ) All members agreed.	
<b>11e)</b>	<b>Application</b>	<a href="#">P23/S2165/HH</a>	124 Lydalls Road Didcot OX11 7EA
	<b>Proposal</b>	Single storey side/rear extension forming disabled user accommodation and porch following demolition of existing garage.	
	<b>Response date</b>	21 <sup>st</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249050</b> ) All members agreed.	
<b>11f)</b>	<b>Application</b>	<a href="#">P23/V1024/FUL</a>	Alma Barn Didcot Road Harwell Didcot OX11 6DN
	<b>Amendment</b>	No. 1 - dated 29th June 2023	
	<b>Proposal</b>	Erection of 9 dwellinghouses and associated works and operations. (Amended plans and information received 29 June 2023 - include clarifications on proposed site plan, updates in response to OCC Highways comments, amendments to drainage scheme in response to drainage officer comments and the submission of Net Biodiversity Gain spreadsheet calculation.)	
	<b>DTC’s previous response</b>	Didcot Town Council s Planning and Development Committee would like to note that the access road is very restrictive and inadequate for	



		the proposed houses. The access road will also be dangerous as it will be in proximity of other access roads close to a major roundabout.	
	Response date	17 <sup>th</sup> July 2023	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249051</b> ) 6 members agreed, 1 member abstained.	
11g)	Application	<a href="#">P23/S2255/A</a>	Pets at Home Hadden Hill Retail Park Didcot OX11 9BF
	Proposal	3 x illuminated fascia signs, 2 x non-illuminated fascia signs	
	Response date	26 <sup>th</sup> July 2023	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249052</b> ) All members agreed.	
11h)	Application	<a href="#">P23/S1934/HH</a>	126a Park Road Didcot Oxon OX11 8QR
	Amendment	No. 1 - dated 5th July 2023	
	Proposal	Construction of two storey rear/side extension; raise gable over porch/garage on front elevation; replacement of flat roof with pitched roof over existing porch and garage; rendering to existing face brickwork. (As amended and clarified by amended elevations received 5 July 2023, to omit the wind turbine from the proposed scheme)	
	DTC's previous response	No objections	
	Response date	19 <sup>th</sup> July 2023	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249053</b> ) All members agreed.	
11i)	Application	<a href="#">P23/S0813/HH</a>	36 Monks Lode Didcot OX11 7UY
	Amendment	No. 1 - dated 5th July 2023	
	Proposal	Two storey side and single storey rear extension. (As amended and clarified by amended plans received 5 July 2023, reducing the two-storey side element to demonstrate subservience to the existing property, and the provision of 2 off-street parking spaces)	
	DTC's previous response	No objections	
	Response date	19 <sup>th</sup> July 2023	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249054</b> ) All members agreed.	
11j)	Application	<a href="#">P23/S2039/HH</a>	19 Wantage Road Didcot OX11 0BS

	<b>Proposal</b>	Single storey rear extension.	
	<b>Response date</b>	27 <sup>th</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249055</b> ) All members agreed.	
<b>11k)</b>	<b>Application</b>	<a href="#">P23/S2247/HH</a>	11 Warner Crescent Didcot OX11 8JY
	<b>Proposal</b>	Removal of a chimney stack and new roof window to be installed where chimney stack was located. Installation of a new white PVC window to front elevation at first floor level.	
	<b>Response date</b>	27 <sup>th</sup> July 2023	
	<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>249030</b> ). All members agreed.	
<b>11l)</b>	<b>Application</b>	<a href="#">P23/S2245/HH</a>	6 Wessex Road Didcot OX11 8BT
	<b>Proposal</b>	Proposed ground floor rear extension.	
	<b>Response date</b>	27 <sup>th</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr S Cole, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249056</b> ) All members agreed.	
<b>The below application was received as late correspondence and was discussed as an extension could not be granted.</b>			
<b>11m)</b>	<b>Application</b>	<a href="#">P23/S1798/S73</a>	4 Ernest Road Didcot OX11 8QH
	<b>Amendment</b>	No. 1 - dated 6th July 2023	
	<b>Proposal</b>	Variation of condition 2 (Approved plans) on application reference number P21/S2637/FUL - to allow for the provision of a parking space to accord with highways standards.	
	<b>DTC's previous response</b>	Didcot Town Council s Planning and Development Committee would like to see the inclusion or evidence of visibility splays on this application, as recommended by condition 6 of the Planning Inspectorate Report.	
	<b>Response date</b>	20 <sup>th</sup> July 2023	
	<b>Agreed response</b>	It was proposed by Cllr N Hards, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>249086</b> ) All members agreed	

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

The Committee noted the planning appeals as listed.

<b>12a)</b>	<b>Application</b>	<a href="#">P21/S5378/FUL</a>	Ridgeway House, 1A Hagbourne Road, Didcot, OX11 8DP
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	<b>Proposal</b>	Change of use of the existing office to a large (Sui Generis) House in Multiple Occupation (HMO) with the addition of a rear dormer.	
	<b>Planning Inspectorate response</b>	ALLOWED	
12b)	<b>Application</b>	<a href="#">P21/S3973/FUL</a>	14 Haydon Road, Didcot, OX11 7JD
	<b>Proposal</b>	Change of use of 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 extension to the dropped kerb to create additional parking.	
	<b>Planning Inspectorate response</b>	ALLOWED	

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

The Committee noted the approved applications as listed:

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
No objections	P23/S1033/HH	Demolish existing side garage, conservatory and rear ancillary room. Construct side extension and enclose front porch. (As amended and clarified by plans received 31 May 2023, omitting the detached garage from the application)  <b>40 Manor Road Didcot OX11 7JY</b>
N/A	P23/S0838/HH	Remove the hedging at the side of the property and replace with new wall and removal of hedging to the front of the property and replace with low metal railings and gate. Hedging to the side of the property along the footpath to be retained. (As amended and clarified by drawings received 19 June 2023)  <b>18 Sutherland Beck Didcot OX11 7FF</b>

No objections	P23/S1571/A	<p>Installation of an internally illuminated white McDonalds letterset and two internally illuminated yellow golden arch.</p> <p><b>Unit R04 The Orchard Centre Didcot OX11 7LL</b></p>
No objections	P23/S1570/FUL	<p>Alterations to shopfront, installation of raised area to front of building to allow access and to provide outdoor seating area. The installation of HVAC equipment to the existing plant deck on the roof (as amplified by Plant Noise Assessment received 25 May 2023 and updated plant layout plan ref M1003-A received 8 June 2023).</p> <p><b>Unit R04 The Orchard Centre Didcot OX11 7LL</b></p>
No objections	P23/S1673/S73	<p>Variation of condition 2 (approved plans) on application P22/S0949/FUL relocation of CO2 tank and storage cabin and the relocation of the disabled parking bays (As amplified by additional information received 19 June 2023).</p> <p>(Construction and operation of a cylinder depot including the widening of the main site access, creation of a hardstanding, construction of a garage, offices and three liquid gas storage tanks, additional helium compressor, new weighbridge and island with fuel dispenser, steel frame canopy for sorting and storage of cylinders, HGV parking bays, internal access road and demolition of the sales building to create additional ancillary staff car parking).</p> <p><b>Air Products Plc Hawksworth Didcot OX11 7PL</b></p>
No objections	P23/S1804/A	<p>Erection of a 'V' shaped freestanding advertisement totem pole and a single sided freestanding advertisement totem pole.</p> <p><b>Land North East of Didcot</b></p>

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

The Committee noted that no applications were refused.

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

The Committee noted that no applications were withdrawn.

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

The Committee noted that no applications were referred.

**63. To note the draft minutes of the Traffic Advisory Group meeting 29.06.2023**

The Committee noted the draft minutes.

Cllr D Rouane requested for the action points to be listed on the next agenda of the Planning and Development Committee.

**64. To note the amended Traffic Advisory Group Terms of Reference**

The Committee noted the amended Terms of Reference.

Cllr N Hards enquired about the publicity of the group, as it was not displayed on the website with the 3 clear days' notice.

The Planning and Allotments Officer explained as it is not a Council meeting, the 3-day rule does not apply.

The Committee **AGREED** that the scheduled meetings should be displayed on the website and on social media with clear notice.

**65. To receive an update regarding the 20mph scheme**

The Planning and Allotments Officer gave a verbal update to the Committee.

The Committee noted the update.

Cllr D Rouane requested for the update to be circulated via email.

Cllr C Jennings enquired about the costings of a 3<sup>rd</sup> party consultation service.

The Planning and Allotments Officer explained that at the time, no costings were available, and that other Councils were contacted regarding their consultations, however no responses had been received at the time of the meeting.

Cllr C Jennings recommended contacting other Councils such as Abingdon and Wallingford to get more feedback. All members agreed.

The Committee also requested for a digital map of streets which already have a 20mph restriction.

The meeting closed at 20:48

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

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

## Didcot Town Council

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### Minutes of the

### **Planning and Development Committee**

Wednesday 2<sup>nd</sup> August 2023 at 7:30pm

All Saints Room, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

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

##### **Officers:**

A Guzinski (Planning and Allotments Officer [minutes])

##### **Public:**

5 members of the public attended.  
Cllr T Worgan attended as a non-voting member.

#### **66. To receive apologies**

No apologies were received.

#### **67. 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.

#### **68. To approve the draft minutes of the meeting held on 12<sup>th</sup> July 2023**

It was proposed by Cllr C Jennings, 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.

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

There were no questions on the minutes.

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

The Committee noted two late items of correspondence.

The first item was regarding the planning application P23/S1775/FUL - *Change of use of land for car parking for a temporary period of two years until 2 September 2025. Car Park Station Road Didcot OX11 7NN* being discussed at the SODC Planning Committee Meeting on the 9<sup>th</sup> of August 2023.

It was **AGREED** that Cllr S Cole will attend the meeting to represent the Didcot Town Council.

All members agreed.

The second item was regarding OCC's consultation on the installation of ANPR cameras to aid the bus gate located on Diamond Drive/Larch Drive in Great Western Park.

It was proposed by Cllr D Rouane, seconded by Cllr H Macdonald, and **RESOLVED** to note the item and respond individually.

All members agreed.

## Public Participation

The Chair suspended the Standing Orders to allow the members of the public to address the Committee.

All 6 members of the public spoke regarding agenda items 14 and 15. One resident also spoke about agenda item 5.

5 members of the public spoke **AGAINST** the 20mph speed limit restrictions throughout Didcot. Their main concerns were:

- Didcot residents should have a transparent and fully democratic say in the matter.
- OCC has a record of ignoring public views on the 20mph issues.
- Ladygrove consultation was inconclusive, yet a "majority" was shown, despite an equal split of votes at 13 FOR, 13 AGAINST, 1 UNDECIDED.
- A blanket approach is not considered a fair approach.
- Additional houses which are already approved in the area will bring additional vehicles and traffic.



- The motion was not presented prior to the agenda being published, meaning that the public could not prepare their representations based on the details of the motion.
- Consideration of the broader context, especially regarding the growth of the town and links to other infrastructure projects, such as HIF1.
- No strategic plan or vision of movement present in the Council.
- Current proposal is not a balanced approach.
- Certain roads, such as Wantage Road, are split between parishes, causing confusion regarding the speed limits on the roads as the boundaries change.
- Excessive signage will be distracting to motorists, especially considering existing signage throughout the town.
- Didcot will impact other parishes and town.

CLlr T Worgan spoke in SUPPORT of the 20mph limits throughout Didcot. His main points were:

- The topic is about the whole community, not just the motorists.
- The average speed is reduced in a 20mph zone, although not significantly.
- Current speeds no longer acceptable.
- Most people are deterred from cycling on the grounds of safety.
- Health and traffic benefits.

The Planning and Allotments Officer (PAO) stated there were 3 emails received after the agenda had been published regarding agenda item 15. One resident wrote in objection, one wrote in support, one wrote to list specific streets.

The email of support asked the Committee to consider altering the motion to include ALL 30mph roads, regardless of the roads being residential or not.

The objection email raised concerns regarding on-call firefighters and the rule in which it states that on-call firefighters must live within 5 minutes of the fire station, to respond to a 999 call. This would potentially mean that if the speed limits were to be reduced, less firefighters would be eligible to work as on-call firefighters due to the distance in which on-call firefighters could live, being decreased. This in turn could cause delays with responding to emergencies.

A member of the public also spoke regarding planning application P23/S1775/FUL - *Change of use of land for car parking for a temporary period of two years until 2 September 2025*. This application was discussed at the SODC Planning Committee Meeting where, in the member of public's opinion, there was a concern that an SODC Officer recommended approval, theoretically approving their own application, despite DTC's objections. Another concern was that DTC's comments were being misrepresented as the SODC Officer stated that DTC's Planning and Development Committee suggested that the car park was "underutilised", which was not an appropriate representation, as DTC's Committee stated that the car park was "redundant".

The Chair thanked the members of the public for their views and reinstated the Standing Orders.

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to move agenda items 14 and 15 out of order to discuss them first.

All members agreed.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** for the next two items on the agenda to be chaired by the Vice Chair, Cllr H Macdonald.

All members agreed.

### **71. To note the 20mph report**

The Committee noted the report with no questions or feedback.

### **72. To discuss the proposed motion for 20mph in Didcot to be presented to Full Council.**

Cllr D Rouane read out the motion which stated:

***“The Planning and Development Committee recommends that the Council to ask Oxfordshire County Council to initiate the process to replace 30mph speed limits where they currently exist with 20mph speed limits throughout Didcot”.***

Cllr D Rouane explained that the Planning and Development Committee would not be making the final decision on the motion, it would only be making a recommendation to Full Council to consider.

A member of the public enquired if the motion would include a public consultation, or if OCC would make their own arrangements. Cllr D Rouane stated that this would be covered in the discussion on the motion.

A member of the public expressed their disappointment with public opinions not being considered.

Cllr D Rouane explained his proposal informing the Committee on facts relating to injuries sustained at differing speeds, the fact that an alternative motion would only include residential streets – when most accidents occurred along Broadway or Station Road, and that a Highways Engineer had stated that having a mixture of speed limits could confuse motorists. He also stated that OCC would not require DTC to assist with surveys or consultations.

Cllr A Hudson stated that while he was not against the introduction of 20mph speed limits, he was concerned about a blanket approach, as was Cllr N Hards. Cllr A Hudson also expressed his concern regarding potential ‘hold ups’ of the emergency services and believed that some areas would benefit from a retained speed limit.

Discussions were had regarding statistics, and Cllr C Jennings informed the Committee that the first official 20mph speed limit was introduced in 1991 in Sheffield.

Cllr H Macdonald suggested for an Officer to send a letter on behalf of the Council to the local emergency services for their views and possible exemptions.

The PAO explained that the services already have an exemption, however it was the on-call crew who do not have an easy identification on their vehicle which would allow them to overtake other vehicles at 20mph.

Cllr C Jennings stated that the emergency services are run by the OCC and would be a part of the statutory consultation process. Cllr C Jennings also stated that the town should be made inclusive by reducing the risks to the pedestrians and cyclists.

It was proposed by Cllr D Rouane, seconded by Cllr C Jennings, and **RESOLVED** to **recommend** the motion to be discussed and approved at the Full Council meeting without any amendments.

All members agreed.

Cllr H Macdonald passed the Chair back to Cllr D Rouane.

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

The Committee noted the below listed applications.

6a)	Application	<a href="#">P23/S2251/LDP</a>	18 Marjoram Way Didcot OX11 6HJ
	Proposal	Single storey rear extension.	
6b)	Application	<a href="#">P23/S2131/PDH</a>	21 St Andrews Road Didcot OX11 8EN
	Proposal	Revised single storey rear extension - approved under P23/S0009/PDH.	

4 members of the public left the meeting.

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

7a)	Application	<a href="#">P23/S2292/A</a>	1 Aster Close Didcot OX11 6FR
	Proposal	1 x non-illuminated hoarding sign.	
	Response date	3 <sup>rd</sup> August 2023	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr S Cole, and <b>RESOLVED</b> to <b>object</b> to this application with the following comments: (Ref: <b>250016</b> )	

		Didcot Town Council's Planning and Development Committee would like to object to this application. The advertisement sign will not be in keeping with the area and could distract motorists travelling through the area.	
		6 members agreed, 1 member voted against.	
<b>7b)</b>	<b>Application</b>	<a href="#">P23/S1174/HH</a>	81 Loyd Road Didcot OX11 8JP
	<b>Amendment</b>	No. 1 - dated 21st July 2023	
	<b>Proposal</b>	Removal of existing conservatory and porch. Erection of two storey and single storey rear extensions. (As amended and clarified by amended plans received 21 July 2023)	
	<b>DTC's previous response</b>	Didcot Town Council s Planning and Development Committee would like to object to this application, based on inadequate parking provision and overdevelopment of the site. This development seems cramped and inappropriate.	
	<b>Response date</b>	11 <sup>th</sup> August 2023	
	<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED to continue previous objections.</b> (Ref: <b>250017</b> )  All members agreed.	
<b>7c)</b>	<b>Application</b>	<a href="#">P23/S2415/S73</a>	2 Sherwood Road Didcot OX11 0BU
	<b>Proposal</b>	Variation of conditions 2(Approved plans) and 8(Surface water drainage works) on application P22/S4337/FUL (New dwelling joined to No. 2 Sherwood Road and extension to No. 2 Sherwood Road) - to change from brickwork to render to the existing and proposed houses and change to compliance with drainage design.	
	<b>Response date</b>	16 <sup>th</sup> August 2023	
	<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr N Hards, and <b>RESOLVED to submit no objections</b> to this application. (Ref: <b>250018</b> )  All members agreed.	

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

The Committee noted that no appeals were received.

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

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address

<p>Didcot Town Council's Planning and Development Committee would like to maintain their previous objections to this application. The committee noted the lack of objections from Oxfordshire County Council and the Sutton Courtenay Parish Council, however the Committee believed that the application would have an impact on traffic at the roundabout, which will in turn have a negative impact on traffic throughout Didcot, particularly around the Northern Perimeter Road, the access to Ladygrove and the North-East development. The roundabout is also frequently used by commuters and pedestrians who use it on their way to the nearby schools, and adding more traffic to this area would have a detrimental impact on the commute.</p>	<p><a href="#">P22/V1053/RM</a></p>	<p>Approval of reserved matters for access, appearance, landscaping, layout and scale for the erection of four employment unit (Use Class B1(c)/B2/B8) at plot A3/A4 with ancillary offices, including new vehicular and pedestrian access, HGV and car parking, servicing, external lighting, landscaping, infrastructure and associated works pursuant to outline planning permission P19/V1472/FUL dated 15th October 2019. (As amended by plans and information received 01 November 2022, 13 March 2023 and 5 April 2023 and 12 May 2023).</p> <p><b>Phase A3 &amp; A4 Signia Park Didcot</b></p>
<p>No objections</p>	<p>P23/S1867/HH</p>	<p>Proposed single-storey extension to replace existing conservatory.</p> <p><b>22 Saxons Way Didcot OX11 9RA</b></p>
<p>Didcot Town Council s Planning and Development Committee would like to see an inclusion of noise insulation wherever possible to minimise the acoustic impact of the pump.</p>	<p>P23/S1901/HH</p>	<p>Installation of an air source heat pump at ground level at the rear of the property. (As clarified by Noise Assessment received 18 July 2023)</p> <p><b>36 Sutherland Beck Didcot OX11 7FF</b></p>
<p>No objections</p>	<p>P23/S1899/HH</p>	<p>Single-storey pitched roof side extension.</p> <p><b>15 Buckthorn Crescent Didcot OX11 6GG</b></p>

No objections	P23/S1138/FUL	Demolition of part of existing day hospital and the erection of 2 detached supported living units, associated support & staff unit and associated parking and external works. (As amplified by contaminated land assessment received 6 July 2023).  <b>Ridgeway Day Hospital 99 Wantage Road Didcot OX11 0AF</b>
No objections	P23/S1924/HH	Proposed first floor bedroom extension. Re-roof existing conservatory. Rooflight to existing flat roofed, single storey, back extension.  <b>54 Slade Road Didcot OX11 7AT</b>

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

The Committee noted that no applications were refused.

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

The Committee noted that no applications were withdrawn.

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

The Committee noted that no applications were referred.

**80. To note the Traffic Advisory Group Progress Report**

The Committee noted the TAG progress report.

Cllr C Jennings queried item 4 on the progress report, regarding the illegal parking by the Enterprise rental, and suggested for the Town Council to write a formal letter to Enterprise Car Rental. The PAO explained that as per the Traffic Advisory Group Minutes presented to the Committee in the previous meeting, a letter had been previously sent from the Town Council, and the relevant authorities are exhausting their lists of possible actions. The police are unable to take any further action, as a majority of the PCN's issued are paid on time.

Cllr H Macdonald queried item 6, regarding the parking at The Croft, and explained that the land is marked as a public highway. Cllr H Macdonald enquired if a local

authority could install double yellow lines to manage the illegal parking and provide parking enforcement. The PAO explained that the subject was discussed during the TAG meeting, and as per the minutes, yellow lines were investigated, however the residents had objected as not all properties had an allocated parking space.

The PAO also explained that a resident who had raised the issue was actively working with the PAO, as well as OCC, on a questionnaire and a report about resident's suggestions.

Cllr C Jennings suggested a knee-high fencing to be requested for the County Council to be installed. Cllr D Rouane explained that during the TAG meeting, OCC explained that they were considering it, however no funding was available at the time and the item was not a priority. Funding could be obtained via a Councillor Priority Fund, however after contacting the relevant OCC Councillor, it was revealed that no funding was available.

The PAO also explained that mounds could be used as a natural barrier, however the Officer also pointed out that the land was marked as a "public highway" rather than a "green space", which limited the available options.

The meeting closed at 21:08

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

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

## Didcot Town Council

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### Minutes of the

## Planning and Development Committee

Wednesday 23<sup>rd</sup> August 2023 at 7:30pm  
All Saints Room, Civic Hall, Didcot



#### **PRESENT**

##### **Councillors:**

Cllr D Rouane (Chair)  
Cllr C Jennings  
Cllr S Cole  
Cllr L Hislop  
Cllr A Hudson  
Cllr A Jones

##### **Officers:**

A Guzinski (Planning and Allotments Officer [minutes])

##### **Public:**

3 members of the public attended.

#### **81. To receive apologies**

Apologies were received from Cllr N Hards and Cllr H Macdonald.

Cllr A Jones substituted for Cllr H Macdonald. Cllr D Macdonald was due to substitute for Cllr N Hards, however an apology was received prior to the meeting.

No other apologies were received.

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

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

Cllr D Rouane declared an interest on agenda item 12i) – *Planning Application P23/S2621/FUL, Station Road Car Park Station Road Didcot Oxfordshire OX11 7NN*, however it was clarified by the SODC Monitoring Officer that Cllr D Rouane would not be excluded from the discussions.

No other interests were declared.



### **83. To approve the draft minutes of the meeting held on 2<sup>nd</sup> August 2023**

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

All members agreed.

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

There were no questions on the minutes.

## **Public Participation**

The Chair suspended the Standing Orders to allow the members of the public to address the Committee.

Two members of the public had registered to speak.

One member spoke about agenda item 14 – *Planning Applications Approved - P23/S1775/FUL, Car Park Station Road Didcot OX11 7NN.*

The member of the public thanked Cllr S Cole and the Mayor for representing the Didcot Town Council at the South Oxfordshire District Council's planning meeting and voicing their objections to the application. The speaker urged the Committee to view the recording of the meeting.

The speaker also urged the Committee to write to SODC to express their disappointment, and formally request SODC to enter into a dialogue regarding the alternative uses for the land.

Cllr D Rouane stated that a letter was written to the Chair of the SODC's Planning Committee regarding the approval of the application despite the objections.

Both members of the public also spoke on agenda item 12i - *Planning Application P23/S2621/FUL, Station Road Car Park Station Road Didcot Oxfordshire OX11 7NN.*

The first speaker stated that the SODC had encouraged the internal staff to comment on the application, despite not living within the Didcot boundary, and the interests of Didcot Residents are inaccurately represented by the Didcot Garden Town Team, which may include members of the SODC. Comments made by the residents of Didcot were overwhelmingly negative towards the proposed building.

The speaker urged the Committee to object to the application, based on the fact that it contradicted the Local Development Plan 2035 Policy H2, which states that the

area is allocated for housing. The member stated that if the area were to be developed into the offices, other green areas would have to be allocated for housing.

The member also explained that the SODC's 5-year land supply still includes 300 homes at the Gateway site is at risk due to the recent objection to the HIF 1 scheme.

Other points raised by both speakers were:

- The architecture presented did not match the “pioneering” quality promised in the Garden Town plans.
- The proposed bus stop could cause confusion if the buses no longer drive through the bus station opposite of the development.
- The proposed parking provisions are inadequate, and there were rumours of the SODC already investigating overspill car parks.
- The access road to the site is already overbearing but does not include a pavement on the western side.
- The building is being funded by a loan, despite other suitable locations present for reuse.
- Alternative priorities are needed in town, such as health facilities. Office facilities are not needed.
- While the building prides itself on sustainability, it would be more sustainable to redevelop or refurbish an existing building elsewhere.
- Changes in working practices mean that a large office is not needed, as a lot of SODC staff already works remotely, is there evidence of demand for two additional floors?
- Infrastructure should be considered, such as water, IT, and sewage, as the town is already struggling to cope with the demand.
- The timing of the application was concerning as the local villages, who are represented by the SODC, might be on holiday and may not hold planning meetings during that period.

The Chair thanked the speakers and reinstated Standing Orders.

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

The Committee noted the correspondence received.

**86. To comment on OCC's planning application for Details pursuant to Conditions 7 Cycle Parking of planning permission no (R3.0002/22)**

<b>Application</b>	<a href="#">R3.0095/23</a>	View application and make comment using reference no: R3.0095/23
<b>Proposal</b>	Details pursuant to Conditions 7 Cycle Parking of planning permission no (R3.0002/22) at Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Location</b>	Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Response date</b>	24 <sup>th</sup> August 2023 (extended from 17 <sup>th</sup> August 2023)	
<b>Agreed response</b>	<p>It was proposed by Cllr D Rouane, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit the following <b>comment</b>:</p> <p>Didcot Town Council's Planning and Development Committee would like to query the number of cycle parking provisions and would request that more are provided.</p> <p>The Committee would also like to see the inclusion of e-bike and e-scooter charging facilities within the cycle parking facilities.</p> <p>The Committee also had some concerns over the safety, security and lighting of the cycle parking provisions, and would like to see assurances of the safety and security of the cycle parking provisions.</p> <p>All members agreed.</p>	

**87. To comment on OCC's planning application for Details pursuant to Conditions 11 External Lighting of planning permission no (R3.0002/22)**

<b>Application</b>	<a href="#">MW.0097/23</a>	View application and make comment using reference no: MW.0097/23
<b>Proposal</b>	Details pursuant to Conditions 11 External Lighting of planning permission no (R3.0002/22) at Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Location</b>	Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Response date</b>	24 <sup>th</sup> August 2023 (extended from 18 <sup>th</sup> August 2023)	

<b>Agreed response</b>	<p>It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit the following <b>comment</b>:</p> <p>Didcot Town Council's Planning and Development Committee would like to suggest that a cooler colour lighting is selected, as the currently proposed warmth signature is unsuitable and dim. The Committee suggested a light which closely resembles daylight lighting.</p> <p>All members agreed.</p>
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**88. To comment on OCC's planning application for Details pursuant to Conditions 9 Landscaping of planning permission no (R3.0002/22)**

<b>Application</b>	<a href="#">R3.0096/23</a>	View application and make comment using reference no: R3.0096/23
<b>Proposal</b>	Details pursuant to Conditions 9 Landscaping of planning permission no (R3.0002/22) at Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Location</b>	Land Northeast of Didcot, Didcot, OX11 7SB	
<b>Response date</b>	24 <sup>th</sup> August 2023 (extended from 18 <sup>th</sup> August 2023)	
<b>Agreed response</b>	<p>It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit the following <b>comment</b>:</p> <p>Didcot Town Council's Planning and Development Committee would like to see an inclusion of a wildflower area within this application.</p> <p>The Committee would also like to see enforcement on the long-term maintenance of the planting. The Committee had some concerns regarding the costs of maintenance.</p> <p>All members agreed.</p>	

**89. To note the erection and numbering of 150 dwellings at Ladygrove Northeast**

The Committee noted the erection and numbering of the 150 dwellings.

**90. To note the demolition of existing properties and erection of 7 apartments and 1 office**

The Committee noted the demolition of existing properties and the erection of 7 apartments and 1 office.

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

The Committee noted the below listed applications.

11a)	Application	<a href="#">P23/S2465/LDP</a>	12A Sycamore Way Didcot OX11 6DY
	Proposal	Removal of leaking false fibreglass chimney and rectification of the roof to make watertight. Move ensuite bathroom extractor vent from roof to side wall.	
11b)	Application	<a href="#">P23/S2482/LDE</a>	30 Longford Way Lady Grove Didcot OX11 7UW
	Proposal	Certificate of Lawfulness for an existing single storey extension to form a new kitchen.	

## 92. To consider as listed: Planning Applications

12a)	Application	<a href="#">P23/S2162/HH</a>	36 Meadow Way Didcot OX11 0AY
	Proposal	Double storey side extension.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 21 <sup>st</sup> August 2023)	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250902</b> ) All members agreed.	
12b)	Application	<a href="#">P23/S2515/HH</a>	40 Haydon Road Didcot OX11 7JF
	Proposal	New front porch and loft conversion to include internal changes and three skylight windows.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 21 <sup>st</sup> August 2023)	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250903</b> ) All members agreed.	
12c)	Application	<a href="#">P23/S2225/HH</a>	12 Garth Road Didcot OX11 7JG
	Proposal	Demolition of garage and erection of a new porch, ground floor rear extension and two storey side extension.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 21 <sup>st</sup> August 2023)	
	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>250904</b> ) All members agreed.	
12d)	Application	<a href="#">P23/S2412/HH</a>	42 Usk Way Didcot OX11 7SQ
	Proposal	Erection of wrap around double storey extension, alterations to the perimeter fence, and erection of timber shed of 2.5m height at the front.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 21 <sup>st</sup> August 2023)	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250905</b> ) All members agreed.	

12e)	Application	<a href="#">P23/S2589/HH</a>	24 Edwin Road Didcot OX11 8LE
	Proposal	Single storey rear and side extension.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 23 <sup>rd</sup> August 2023)	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250907</b> ) All members agreed.	
12f)	Application	<a href="#">P23/S2564/FUL</a>	Unit 3 Orchard Centre Didcot OX11 7L
	Proposal	Extension of mezzanine floor.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 23 <sup>rd</sup> August 2023)	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr A Jones, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250909</b> ) All members agreed.	
12g)	Application	<a href="#">P23/S2594/HH</a>	6 Lincoln Gardens Didcot OX11 8UF
	Proposal	Installation of a heat pump in the rear garden of the property.	
	Response date	25 <sup>th</sup> August 2023 (extended from: 24 <sup>th</sup> August 2023)	
	Agreed response	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250910</b> ) All members agreed.	
12h)	Application	<a href="#">P23/S1398/FUL</a>	Former Site of Georgetown Filling Station Broadway Didcot OX11 8SD
	Amendment	No. 2 - dated 28th July 2023	
	Proposal	Redevelopment for retirement living accommodation for older people. (Sixty years of age and/or partner over fifty-five years of age) comprising 33 retirement apartments including communal facilities, access, car parking and landscaping. (Additional drainage information received 27 June 2023, amended plans and additional drainage, contamination and highways information received 28 July 2023).	
	DTC's previous response	Didcot Town Council's Planning and Development Committee would like to object to this application due to the new design altering the character of the development, which would make it less in keeping with the neighbouring buildings. The design does not seem to meet the requirements of high quality. The Committee would like to point out that any visitors to the site will not be eligible to park in the Didcot Civic Hall car park, as it is private land.	
	Response date	16 <sup>th</sup> August 2023 ( <b>CONSULTED VIA EMAIL</b> )	
	Agreed response	It was proposed by Cllr S Cole, seconded by Cllr D Rouane, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250534</b> )  4 members agreed, 1 member disagreed, 2 members abstained	
	Cllr D Rouane proposed that Cllr C Jennings chairs item 12i. All members agreed.		
12i)	Application	<a href="#">P23/S2621/FUL</a>	Station Road Car Park Station Road Didcot Oxfordshire OX11 7NN
	Proposal	A proposed new office building together with associated development on the Didcot Gateway Site.	
	Response date	25 <sup>th</sup> August 2023	

	<b>Agreed response</b>	<p>It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to submit <b>no objections</b> to this application, with the following <b>comments</b>: (Ref: <b>250911</b>) Didcot Town Council's Planning and Development Committee would like to see increased decorations/public art on the frontage of the building, as the current building does not seem "beautiful", as portrayed by the application document.</p> <p>The Committee would like to see improvement in the cycling infrastructure around the development prior to the development opening and have noted the recent LCWIP draft.</p> <p>The Committee had some concerns regarding the utility services and bins and would like to see the bin storage being located away from the local nursery.</p> <p>All members agreed.</p>	
Cllr C Jennings passed the Chair back to Cllr D Rouane			
<b>12j)</b>	<b>Application</b>	<a href="#">P23/S2623/FUL</a>	Land at 60-68 Broadway Didcot OX11 8AE
	<b>Proposal</b>	A hand-operated carwash and car sales lot on a vacant site.	
	<b>Response date</b>	25 <sup>th</sup> August 2023	
	<b>Agreed response</b>	<p>It was proposed by Cllr C Jennings, seconded by Cllr A Hudson, and <b>RESOLVED</b> to <b>object</b> to this application with the following <b>comment</b>: (Ref: <b>250912</b>) Didcot Town Council's Planning and Development Committee would like to object to this application based on the comments made by the Local Highway Authority.</p> <p>All members agreed.</p>	
<b>12k)</b>	<b>Application</b>	<a href="#">P23/S0772/FUL</a>	5 Yare Close Didcot OX11 7QB
	<b>Proposal</b>	Proposed 2 bed new dwelling.	
	<b>Response date</b>	31 <sup>st</sup> August 2023	
	<b>Agreed response</b>	<p>It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to <b>object</b> to this application for the following reasons: (Ref: <b>250913</b>) Didcot Town Council's Planning and Development Committee would like to object on the grounds of overdevelopment, being unneighbourly, and potentially blocking an access/way leave path on the application boundary. The Committee would like to enquire whether the land on the boundary is an official right of way path.</p> <p>All members agreed.</p>	
<b>12l)</b>	<b>Application</b>	<a href="#">P23/S2663/HH</a>	27 Brasenose Road Didcot Oxfordshire OX11 7BL
	<b>Proposal</b>	Demolition of conservatory and erection of a new ground floor side and rear extension.	
	<b>Response date</b>	31 <sup>st</sup> August 2023	

	<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>250915</b> ) All members agreed.	
<b>12m)</b>	<b>Application</b>	<a href="#">P23/S0263/FUL</a>	Land at Pearith Farm Appleford Road North East Didcot OX14 4PS
	<b>Amendment</b>	No. 1 - dated 9th August 2023	
	<b>Proposal</b>	Full planning application for the erection of 37 dwellings including 15 (40%) affordable dwellings with associated landscaping, parking, and access. (As amended by drawings received 9 August 2023).	
	<b>DTC's previous response</b>	The Planning and Development Committee would like to object to this application. The previous application for this development did not show an entrance via Appleford Road. The Committee had concerns regarding traffic and potential issues accessing and exiting the site to and from the busy road. The proposed development seems out of phase and the Committee had concerns regarding access to required and necessary facilities and infrastructure, as the location, by nature, has no connectivity to the town and is isolated. There were also concerns regarding non-deliverance of sustainable transport, as there are no planned link ups with existing cycle routes.	
	<b>Response date</b>	24 <sup>th</sup> August 2023	
	<b>Agreed response</b>	It was proposed by Cllr C Jennings, seconded by Cllr L Hislop, and <b>RESOLVED</b> to <b>continue the previous objections</b> . (Ref: <b>250878</b> ) All members agreed.	
<b>12n)</b>	<b>Application</b>	<a href="#">P23/S1699/HH</a>	61 Westwater Way Didcot OX11 7SR
	<b>Amendment</b>	No. 1 - dated 11th August 2023	
	<b>Proposal</b>	Erection of a ground floor extension, garage extension and first floor extension above the existing garage (as amended by plans received on 11 August).	
	<b>DTC's previous response</b>	No objections.	
	<b>Response date</b>	25 <sup>th</sup> August 2023	
	<b>Agreed response</b>	It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250917</b> ) 5 members agreed, 1 member abstained.	
<b>12o)</b>	<b>Application</b>	<a href="#">P23/S2715/HH</a>	19 Meadow Way Didcot OX11 0AU
	<b>Proposal</b>	Construct ground floor side extension to enlarge existing kitchen and provide utility room and WC.	
	<b>Response date</b>	5 <sup>th</sup> September 2023	
	<b>Agreed response</b>	It was proposed by Cllr A Jones, seconded by Cllr C Jennings, and <b>RESOLVED</b> to submit <b>no objections</b> to this application. (Ref: <b>250918</b> ) All members agreed.	



**93. To note as listed: Planning Appeals.**

The Committee noted that no appeals were received.

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

The Committee noted the approved applications as listed:

<b>Didcot Town Council's recommendation</b>	<b>Planning Application Number</b>	<b>Proposal and Address</b>
No objections	P23/S0813/HH	Two storey side and single storey rear extension. (As amended and clarified by amended plans received 5 July 2023, reducing the two-storey side element to demonstrate subservience to the existing property, and the provision of 2 off street parking spaces)  <b>36 Monks Lode Didcot OX11 7UY</b>
Previous comments submitted on 25th August 2022, 'no objection with comment': The Council broadly supports this application but express concerns that the material used is inappropriate as it is combustible and not durable.	P21/S2541/FUL	Youth shelter and swale crossing.  <b>POS Area W Southern Neighbourhood Park Great Western Park Didcot</b>
No objections	P23/S1934/HH	Construction of two storey rear/side extension; raise gable over porch/garage on front elevation; replacement of flat roof with pitched roof over existing porch and garage; rendering to existing face brickwork. (As amended and clarified by amended elevations received 5 July 2023, to omit the wind turbine from the proposed scheme).  <b>126a Park Road Didcot Oxon OX11 8QR</b>

No objections	P23/S1798/S73	Variation of condition 2 (Approved plans) on application reference number P21/S2637/FUL - to allow for the provision of a parking space to accord with highways standards and to discharge condition 4 of P21/S2637/FUL. As clarified by revised parking layout plan submitted on 7 June 2023.  <b>4 Ernest Road Didcot OX11 8QH</b>
No objections	P23/S2007/HH	Erection of new workshop.  <b>1 Lydalls Close Didcot OX11 7LD</b>
No objections	P23/S1598/HH	Single storey front and side extension.  <b>18 Churchill Close Didcot OX11 7BX</b>
No objections	P23/S2198/HH	Single storey extension (As amended by drawing received 7 August 2023 removing proposed access)  <b>58 Park Road Didcot OX11 8QP</b>
Didcot Town Council's Planning and Development Committee would like to object to this application, as the Committee believed that the car park has been made redundant by the redevelopment of the nearby Railway Station's car park, which was designed to take on the full capacity of the existing temporary car park. As this car park land is due to be redeveloped, the Committee believed that the land could be used for alternative purposes, which could promote the town or wellbeing and provide more variety in the area. The Committee also noted that the temporary car park has been listed as temporary for a prolonged period. The Committee urges the applicant to find	P23/S1775/FUL	Change of use of land for car parking for a temporary period of two years until 2 September 2025.  <b>Car Park Station Road Didcot OX11 7NN</b>

an alternative short-term solution for the land.		
No objections	P23/S1629/FUL	<p>Erection of 4.8-metre-high fence to provide extension to existing external garden centre with associated lighting scheme (as amplified by drwgnos ZGDWG-0002288155-EX1-R01-030823, AC-GCC, AC-GCLD and the lighting product datasheet reference: 96633104 received on 03 August 2023).</p> <p><b>B &amp; M Stores Wallingford Road North Moreton OX11 9DA</b></p>

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

The Committee noted that no applications were refused.

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

The Committee noted that no applications were withdrawn.

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

The Committee noted that no applications were referred.

**98. Motion to invite members of the SODC Neighbourhood Planning Team to a future meeting of the committee to discuss the costs and benefits of Didcot producing its own Neighbourhood Plan.**

Cllr D Rouane briefly explained the motion and the benefits of a Neighbourhood Plan.

Cllr C Jennings reminded the Committee about the comments made by Cllr N Hards at the Finance and General Purposes Committee meeting, in which Cllr N Hards stated that the Neighbourhood Plan would come at a large cost to the Council, and that more than 1 plan would be needed to cover the different areas of the town.

Cllr C Jennings further stated that it would be worth asking the exact prices of the relevant plans.

Cllr A Hudson agreed, stating that it would be beneficial to decide based on the information and prices given by the Neighbourhood Planning team. The team would not charge the Council for a basic overview.

It was proposed by Cllr D Rouane, seconded by Cllr C Jennings, and **RESOLVED** to **agree** to the motion and invite the members of the SODC Neighbourhood Planning Team to a future meeting of the Committee.

All members agreed.

The meeting closed at 20:58

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

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

## Didcot Town Council

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# Finance and General Purposes Committee

24<sup>th</sup> July 2023 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 O Glover (subbing for Cllr D Guerra Aragao)  
Councillor N Hards  
Councillor J Loder  
Councillor G Ryall

**Officer:** Mrs J Wheeler – Town Clerk

One member of public.

### 30. Apologies

Apologies were received from Cllr D Aragao and Cllr J Broadbent.

### 31. Declarations of interests

No declarations were made.

### 32. To approve the Minutes of the Finance & General Purposes Committee meeting held on 19<sup>th</sup> June 2023

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

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

There were no questions.

### 34. To review the internal auditor's final report for 2022 – 2023

Although this report had been approved at full Council in June – it was agreed that the report should come back to this Committee for review and questions. Cllr N Hards wanted to know if the booking forms for hall hire was now on a better system where regulars are catered for. The Town Clerk said the system had been tweaked

as this only applied to a small number of regulars. Cllr N Hards suggested some form of “sweeping up” those who get missed. The Town Clerk did not get involved with this level of detail but would make enquiries for the next meeting. Cllr G Roberts picked up the comment on page 7 regarding the low general reserves and how this may impact on future projects within the Council. The Town Clerk said that this would be addressed in part by the new medium term finance plan which will be ready for the next meeting of this Committee.

**35. To note a grant report**

A report was noted from the Vauxhall Barracks Play Activity Day at Edmonds Park. The event was once again a huge success.

Standing orders were suspended.

Rachel Warwick from the Ridgway Education Trust spoke to support her grant application for £1,920 to buy musical instruments for the school. She proposed using the grant money to purchase sixteen keyboards and sets of headphones to add value through music to the schools’ curriculum. The Councillors asked questions to clarify the project.

Standing orders were reinstated.

**36. To consider three grant applications**

The application from the Ridgway Education Trust for the sum of £1,920 was considered first. The Councillors were keen to support this application. It was proposed by Cllr T Worgan and seconded by Cllr J Loder and RESOLVED to approve the full amount. The vote was: 5 IN FAVOUR; 1 ABSTENTION.

The second application was from Be Free Young Carers for the sum of £5,000. The Councillors decided to DEFER this application to the August meeting. It was hoped that a representative would be able to attend. It was also considered that the application was unclear as to what they would spend the money on.

The third application was from the Whispering Jungle Show who wanted the sum of £6,200 to support their performances at the Cornerstone Theatre. The Councillor felt that this grant was quite vague and should not be used for wages or appearance fees. It was AGREED to invite the applicant to join the next F&GP meeting via Zoom if necessary to present their application and allow the Councillors to ask questions.

**37. To approve the final accounts for May 2023**

It was proposed by Cllr G Roberts and seconded by Cllr J Loder and RESOLVED to approve the accounts for May 2023. The vote was unanimous.

**38. To note the budget for May/June 2023**

This report was duly noted. Cllr O Glover asked if colours could be used to flag up those cost centres which were over budget or depleted. The Town Clerk would look into this but it might be difficult as the software would not allow for colour to be added.

**39. To consider the quotes for urgent repairs to the Civic Hall roof**

The Committee reviewed a report with quotes to repair the Civic hall roof in several places. This was partly due to wear and tear and also a poor design with guttering which fails to cope with concentrated rainfall. The quotes were gathered with the companies using a specialist lift and photographs of the problem areas.

It was proposed by Cllr T Worgan and seconded by Cllr G Roberts and RESOLVED to go ahead with the repair at a cost of £22,651.30 plus VAT (Hawkins Roofing Limited). This expenditure was urgent due to the leaks on the stage and other areas of the Civic Hall and Council Offices. It would however be reported to full Council due to the sum involved.

**40. Edmonds Park Community and Sports Pavilion – cost reports 1 & 2**

The Committee noted the cost reports which show an expenditure so far on this project of £398,733 (£478,479.60 inc VAT) to LIFE Build Solutions and £26,068.66 (£31,282.40 inc VAT) to RIDGE for project management.

**41. Edmonds Park Community and Sports Pavilion – loan repayments**

The Committee noted the spread sheet showing the first tranche of the loan @ £750,000 (less £262.50 taken at source as arrangement fees) and the expenditure on this project so far. It was RESOLVED to instruct the Town Clerk to draw down the remainder of the loan as soon as possible as interest rates were due to rise again. The remaining sum will be £1,650,000 which will be subject to further arrangement fees of £577.50 leaving £1,414.811.87 to complete the project.

*NB: The Town Clerk secured the remainder of the loan at an interest rate of 5.53% - the day before the Bank of England raised the interest rates.*

**42. To amend the ear-marked reserves for election fees**

The March 2023 meeting had agreed to put the unspent contingency sum of £24,000 into the 329 ear-marked reserve entitled EMR Election Fund. This action was missed and the sum was not transferred with the £24,000 going into the general reserve. Now that the local elections are over – and a by election pending – the invoices will soon arrive for payment.

It was proposed by Cllr N Hards and seconded by Cllr G Roberts and RESOLVED to RECOMMEND the transfer the EMR 327 Building Projects Fees Fund of £34,260 to the EMR 329 Election Fund to make a total of £35,596 towards the fees. The extra costs of the by election will further add to the fees and it may be necessary to find other funds to pay the invoices.

**43. To note the draft ten year maintenance plan for DTC buildings**

The Committee noted the figures in advance of the medium term finance plan which will come to the next meeting as an agenda item.

**44. To review the progress report**

The Committee briefly discussed the items on the progress report.

**45. Exclusion of the press and public**

**RESOLVED:** pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 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.

**46. To receive the confidential minutes from the CCTV meeting held on 8<sup>th</sup> June 2023**

The confidential minutes were noted by the Committee.

Meeting closed at 20.54pm.

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



## Didcot Town Council

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

21<sup>st</sup> August 2023 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 G Roberts (Deputy Chair)  
Councillor C Jennings  
Councillor N Hards  
Councillor J Loder  
Councillor G Ryall  
Councillor J Broadbent

#### **Officers:**

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

Two Grant Aid applicants attended virtually, via Teams.

Cllr G Roberts took the Chair for this meeting.

#### **47. Apologies**

Apologies were received from Cllr D Aragao and Cllr T Worgan (Chair). Cllr C Jennings attended as a substitute.

#### **48. Declarations of interests**

No declarations were made.

#### **49. To approve the Minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> July 2023**

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

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

There were no questions.

**51. To note the grant report from Didcot Barramundi Club**

The Committee noted the report.

**52. To consider three grant applications – Be Free Young Carers £5000; Whispering Jungle Show £6,200 and Clean Slate £500**

Standing orders were suspended.

Daniel Swift from Concrete Youth addressed the Committee virtually and spoke to support their application of £6,200. He explained how the grant, if successful, would enable two productions a day of the Whispering Jungle show to be performed, over two days, at Cornerstone in Didcot. The shows would be aimed at audiences with learning difficulties.

The Councillors asked questions to clarify the project. The Chair thanked Daniel for his presentation, and he left the meeting.

Kizzie Wilson from Be Free Young Carers, spoke virtually regarding their application for £5,000 to enable the charity to take young carers, between the ages of 8-12 years, out on day trips throughout the summer holidays. The aim was to allow the young carers some respite from their role within their home setting. This initiative was called the 'Summer Holiday Activity Programme'.

Councillors also asked questions to clarify the project and thanked Kizzie for attending. Kizzie then left the meeting.

Standing orders were reinstated.

The Committee discussed the applications in the order they were presented.

Concrete Youth's application for £6,200 for the Whispering Jungle show was discussed first. Members were keen to support the project but felt that the charity should also investigate funding from other avenues, since the show would benefit not only Didcot residents, but people from outside of Didcot.

It was proposed by Cllr C Jennings, seconded by Cllr N Hards, and RESOLVED to award half of the cost; £3,100. All members agreed. The Council would also encourage the charity to contact other local authorities for additional funding.

The second application discussed was from Be Free Young Carers for £5,000. Members were hugely supportive of this project.

It was proposed by Cllr C Jennings, seconded by Cllr G Ryall, and RESOLVED to approve the full amount; £5,000. All members agreed.

The third application, for £500, was from Clean Slate.

It was proposed by Cllr G Ryall, seconded by Cllr N Hards, and RESOLVED to approve the full amount; £500. All members agreed.

Cllr C Jennings asked the Deputy Town Clerk to investigate the Grant Aid process to ensure it was made clear to applicants that projects needed to benefit the residents of Didcot. Suggested amendments to the process and/or website would be presented at a future meeting.

**53. To approve the monthly reports for June 2023**

It was proposed by Cllr J Broadbent, seconded by Cllr G Roberts, and RESOLVED to approve the monthly reports for June. All members agreed.

**54. To receive the budget for July/August 2023**

The Committee noted the budget for July/August 2023. The Town Clerk also gave out a version of the budget that highlighted cost centres that may be overspent by the end of the financial year.

**55. To note the budget setting timetable for the 2024-2025 financial year**

The Town Clerk explained the document and the process in which the Town Council usually follow to set their budgets. The 'first round' usually discussed by each Committee considers 'larger items' such as the pavilion, new vehicles, and new play parks (capital projects), that may require additional funding in the form of a grant or loan. The 'second round' usually includes 'smaller, every day' revenue items relating to the everyday provision of services and facilities.

The Town Clerk also discussed the process of receiving the Tax Base from South Oxfordshire District Council, which enables the Town Council to set their precept. This is calculated by SODC based on new housing numbers but also on the families with income to pay council tax. The tax base will be confirmed in December so the Council will need to calculate the budget on historic tax bases until confirmed.

The budget setting timetable for the 2024-2025 financial year, was noted.

**56. Edmonds Park Community & Sports Pavilion – cost report 3**

The Committee noted the cost report. The project is on budget and completion will be January 2024.

**57. To note the PWLB final repayment and the interest rate**

The Committee noted the document and the drawdown of the remainder of the £2.4m loan from the Public Works Loans Board (PWLB).

To enable the building of the new Community and Sports Pavilion in Edmonds Park, the first tranche of £750,000 was drawn down in May 2023.

The decision to draw down the remaining loan was taken by the Finance and General Purposes Committee at their July meeting. This was due to rising interest rates.

The sum of £1,650,000.00 was drawn down on 9<sup>th</sup> August 2023. The repayments will finish on 9<sup>th</sup> August 2048 – a repayment period of 25 years. The interest rate is 5.530%.

The arrangement fees are £577.50 which is taken from source. This leaves the sum of £1,649,422.50 to enter the Council's bank account on 9<sup>th</sup> August 2023.

The Town Clerk would then transfer this sum (in multiples of £150,000) into the Town Council's CCLA investment account.

**58. To review the first draft of the medium-term finance plan**

Cllr N Hards noted there were two misspellings of 'Edmonds Park' in the document, which would be amended.

The Town Clerk explained that a training session with Derek Kemp from DCK, could be arranged for all those wanting it to enable them to understand the plan in more detail. Members AGREED for the Town Clerk to arrange the training.

There was a discussion on Neighbourhood Plans, but this would be an item for a future meeting of the Planning and Development Committee.

**59. To consider the budget proposal from DCK**

Members considered the budget proposal. Questions were asked regarding the CIL funds and the Town Clerk explained that these funds could only be used for capital projects.

The Town Clerk also explained that budget training could be arranged to go through this proposal, at an approximate cost of £570 per day, for those who felt it would be of benefit.

It was proposed by Cllr C Jennings, seconded by Cllr G Roberts, and RESOLVED to arrange training. All members agreed.

**60. To note the investment report fact sheet for the CCLA Investment Bond**

The Committee noted the fact sheet. The Town Clerk confirmed that the figures represented in the report were from June and in fact the interest rate was now over 5%.

**61. To consider the cost of removing two damaged hanging basket columns**

The Committee considered the report and the two options to remove the damaged columns.

It was proposed by Cllr G Ryall, seconded by Cllr C Jennings, and RESOLVED to go with the Officer's recommendation of using company one, SCS OXON Ltd at a cost of £825.00 (ex. VAT).  
All members agreed.

**62. To approve the award from SODC's "Everyone Active" fund of £1,000 for the 'Sow & Grow' project**

The Committee approved the £1,000 award for the 'Sow & Grow' Community Planting project.

**63. To review the progress report**

The Committee discussed the items on the progress report.

Meeting closed at 21.10pm.

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



## **Council meeting** 4<sup>th</sup> September 2023

Report author: Janet Wheeler

### **Recommendation from the F&GP Committee – Minute 57**

#### **Background**

The funding for the new Community & Sport Pavilion has been assured by a loan of £2.4m from the Public Works Loans Board

Building works started in April 2023.

The Council decided to draw down the loan in three tranches of £750,000.

Interest rates have however continued to rise – therefore the meeting of the F&GP Committee on 24<sup>th</sup> July 2023 advised the Town Clerk to draw down the remainder of the loan and invest in an account that pays interest such as the CCLA account.

This was achieved before the Bank of England put up the interest rates in early August. The interest rate for the remainder of the loan will be 5.53%.

#### **Recommendation**

That Council notes the treatment of the loan:

5<sup>th</sup> May 2023            £750,000 less fees of £262.50 - sum in bank £749,737.50  
Interest rate of 4.9% - due to finish in May 2048.

9<sup>th</sup> August 2023        £1,650,000 less fees of £577.50 – sum in bank £1,414,811.87  
Interest rate of 5.53% - due to finish in August 2048.

The Town Clerk was also asked to invest the money in the CCLA account to gain maximum interest.

Janet Wheeler

Town Clerk

## Didcot Town Council

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### **Environment & Climate Committee** Monday 10<sup>th</sup> July 2023 at 7.30pm All Saints Room, Civic Hall



### **DRAFT Minutes**

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

#### **PRESENT**

##### **Councillors:**

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

##### **Officers:**

Mrs L Blake (Planning and Environment Officer – PEO [minutes])  
Mr M Blake (Interim Outdoor Services Manager - OSM)  
Mr A Guzinski (Planning and Allotment Officer - PAO)

#### **13. To receive apologies**

No apologies were tendered.

All members were present.

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

Cllr L Hislop informed the Committee that he worked for a company who monitors Air Quality and who does have contracts with South Oxfordshire District Council.

No other declarations were received.

**15. To agree the minutes of the meeting held on 5<sup>th</sup> June 2023 as a true and correct record**

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

All members agreed.

**16. Questions on the minutes and review the progress report**

The Committee heard the updates for each item as listed on the following page.

There were no questions.



Action	Responsible	Rating	Meeting 05.06.2023	Meeting 10.07.2023
Tidying up of the noticeboards	Officers	Amber	Would be carried out throughout the summer, using casual staff.	This was due to be started in the Summer.
Shared cycle path additions to visible desired line in Ladygrove	Officers & Councillors	Amber	Work on this was on-going.	Investigations to this had stalled due to work loads.
Ladygrove Lake Pump	Officers & Councillors	Amber	Work on this is on-going and meetings will be arranged with the Fishing Association and the newly formed Ladygrove Management Group.	Ladygrove Management Group would have an initial meeting set up.
Millennium Woods signs	Officers	Green	An update on the noticeboards was covered in the OSM's report.	An update on this was covered in the OSM report.
Reducing the Oak tree and felling the Pine at Cockcroft allotments	Officers	Amber	It was resolved to carry out this work.	Work would commence in August.
Graffiti Project at the Skatepark	Officers & Councillors	Amber	It was resolved to approve this project in principle, subject to more information being obtained.	Investigations were on going.
Investigate installing a bench at the bus stop on Wantage Road	Officers	Amber	It was resolved to not install a bus shelter on Wantage Road, but to investigate installing a bench instead.	OCC had agreed that a bench could be located in Wantage Road. Officers were waiting on quotes for this.
Smokefree play park signs	Officers	Amber	It was resolved to investigate whether local primary schools would be interested.	Six local primary schools were emailed on 12.06.2023, two had agreed to be involved – would make sense to start this project at the start of the next academic year (September 2023).
'Sow & Grow' – Community Planting project at New Road allotments	Officers	Amber	It was resolved to apply for the Active Communities Grant and proceed with this project.	Application was submitted 09.06.2023 – Closing date was 30 <sup>th</sup> June 2023.
SODC's Deep Cleanse locations	Officers & Councillors	Green	Members suggested areas in Didcot.	Suggested areas were sent to SODC by their deadline.

**17. To note the External Income and Expenditure to date for external works, as updated on 19<sup>th</sup> June 2023**

The Committee noted the updated figures, as of 7<sup>th</sup> July 2023, presented to them at the meeting.

**18. To consider the Outdoor Services Manager's report**

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

Edmonds Park

Cllr A Hudson explained that a bench in Edmonds Park had been graffitied. The OSM confirmed the team would investigate this.

23. The Committee was asked to consider and approve the tree quote for Edmonds Park. Members discussed the need for the work and the OSM explained there could be savings made due to some members of the outdoor team being trained in the felling of smaller trees.

24. The OSM explained that the bark levels needed 'topping up' to ensure the depth remains at the legal required depth. The cost would amount to £1,239.42 (inc VAT) to be taken from cost centre 309/3149 'Bark Top-up'. Members agreed this work was needed.

25. The removal of the dying hedge along the tennis courts and the creation of a wildflower bund, was discussed. The OSM explained this would be a winter project and costs would be minimal as the work would be done 'in house'.

Members enquired whether a tree surgeon could inspect the hedge to ensure that it needed to be removed, prior to any work being carried out. The OSM confirmed this would be done.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to:

- Approve the tree work in Edmonds Park at a cost of £1,950, to be taken from cost centre 310/3158
- Approve the cost of topping up the play bark at a cost of £1,239.42, to be taken from cost centre 309/3149
- Approve the removal of the hedge along the tennis courts and replace with wildflower bunding, in principle, subject to confirmation that the hedge was dying from the tree surgeon

All members agreed.

### Ladygrove Mounds

32. The Committee discussed the cutting of the mounds. Some Councillors felt that the mounds should be left as wild areas, with just the walkways cut. Signs could be displayed to state that the Council had intentionally left the areas for wildlife.

The OSM would investigate options of doing this and would feed back to the Committee via email.

The cutting of the mounds was **AGREED** in principle.

### Millennium Woods

38. The Committee considered the recommendation to pay a tree surgeon for half a day's work in Millennium Woods, where their expertise would be used by the outdoor team.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to approve the cost of the tree surgeon at £250 plus VAT (to be taken from cost centre 310/3158), for half a day's work, where knowledge and advice would be obtained by the team, regarding the thinning of the woods.

All members agreed.

## **19. To consider the purchase of new battery-operated equipment report and recommendations to the Committee**

The Committee considered the report and the recommendations.

Members discussed the need to replace ageing equipment and agreed that electric equipment was preferred. The OSM also explained that electric machines did not have the same issues as fuel machines in regard to trigger time (due to vibration).

Cllr K Morrison asked how the old equipment would be disposed of. The OSM confirmed that they would be kept until they were unusable and would investigate environmentally friendly disposal.

It was proposed by Cllr S Cole, seconded by Cllr K Morrison, and **RESOLVED** to approve the £1,715 cost to replace three hedge cutters with electric machines and extra batteries.

All members agreed.

**20. To consider the report on Ladygrove Lakes and the recommendations to the Committee**

The Committee considered the report and recommendations.

The OSM explained that the aerator was due a service on 18<sup>th</sup> July 2023. All members were welcome to attend.

Cllr S Cole explained that in his opinion, the Council could source cheaper alternatives for the dissolved oxygen meter reader and tests, and Officers should investigate this.

Members approved the Ladygrove Management Working Group terms of reference with an amendment, as shown on appendix 1.

It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and **RESOLVED** to approve the purchases of a dissolved oxygen meter reader and tests on the lake in principle, subject to receiving more quotes. The quotes would be forwarded to members, via email, for approval.

All members agreed.

**21. To consider the South and Vale Air Quality Action Plan**

Members discussed the proposed Air Quality Action Plan.

Cllr L Hislop explained that it was difficult for the Town Council to comment as Didcot was not mentioned much within the plan.

It was **AGREED** that members would look again at the plan. If they decided a comment should be submitted, the suggestions would be sent to the PEO by 20<sup>th</sup> July 2023, so that all comments could be agreed by the Committee prior to being submitted before the deadline on 27<sup>th</sup> July 2023.

**22. To consider the recommendations from the Allotment Liaison Group and note the draft minutes of the meeting held on 8<sup>th</sup> June 2023**

The Committee noted the draft minutes of the ALG meeting held on 8<sup>th</sup> June and considered the recommendations.

- a. Alternative to bonfires

Members discussed the negative impact bonfires have on the environment and to surrounding properties.

It was proposed by Cllr S Cole, seconded by Cllr L Hislop, and **RESOLVED** to ban bonfires on the allotment for a trial period and instead, approve the OSM's recommendation of composting and removal with the help from the outdoor team. The Committee approved the hire of a 'green skip' at a cost of £230 plus VAT to be taken from cost centre 302/3244 'Allotment Maintenance'.

- Bonfires would still be allowed in exceptional circumstances, at the Town Council's discretion. The rules would be amended to reflect this change.

#### b. Wildlife Camera Policy

Members discussed cameras and it was reiterated that allotment holders who had received permission to install a camera, would need to erect a sign on their plot to warn other tenants. Signs would also be secured to the allotment gates to inform visitors that cameras were in operation on each site.

The new camera policy was discussed. It was proposed by Cllr S Cole, seconded by Cllr L Hislop, and **RESOLVED** to **approve** the Wildlife Camera Policy and additional allotment rule regarding cameras, subject to ratification by Full Council – attached as appendix 2.

All members agreed.

#### c. Clarification on BBQs on the allotment sites

Although allowing BBQs on the allotments was never formally approved following a successful 12-month trial period, members discussed the types of BBQs which should be allowed on site.

Some members believed that allowing BBQs on the allotment site would be beneficial for the tenants without an outdoor space at home.

Concerns were raised regarding fuel storage and whether gas bottles would be left on site. It was agreed that charcoal would be the safest fuel type.

It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and **RESOLVED** to allow small kettle type BBQs on legs, to be used on the allotments. Only charcoal types would be permitted.

All members agreed with 1 abstention.

- The amendment to the rules read as follows (as agreed via email with members):

*“Small, occasional, family (or close friends) BBQs are allowed on the plot provided they take place within the plot boundary.  
BBQs should be small in size, similar to a small kettle BBQ on legs, and must always be supervised, extinguished, and disposed of in an environmentally friendly way.  
Only charcoal/briquette are to be used as a fuel on the BBQs.  
The tenant of the plot where the BBQ is being used will be held solely responsible.  
The Council will not be held responsible for loss by accident, fire, theft, or damage from the Allotment Site.  
All food waste should be taken home and disposed of.  
If these rules are not adhered to, the tenants right to hold a BBQ on their plot, will be revoked.  
The Council reserves the right to amend this rule at any time.”*

d. Flowers on allotment plots

Discussions were had as to whether wildflowers were classed as cultivation. Some members did agree that certain flowers did act to deter insects.

It was proposed by Cllr J Broadbent, seconded by Cllr K Morrison, and **RESOLVED** to amend the rules to state only one third of the plot could be used for flowers.

All members agreed with 1 abstention.

e. Reduction in rent for allotment representatives

Members considered the report but noted that no other Council representative received discounted services.

It was proposed by Cllr S Cole, seconded by Cllr G Roberts, and **RESOLVED** not to allow discounts on rent for allotment representatives.

All members agreed.

f. Beehives on New Road allotment site

The Committee considered the request regarding installing a beehive on New Road allotment, in conjunction with Restore.

Members were concerned about possible risk implications to visitors of the site, especially as the Town Council was starting a community project on site.

Cllr K Morrison suggested encouraging wild bees with wildflowers would be a better solution and suggested that Restore could carry out surveys on wild bees as an activity.

Cllr A Jones suggested offering Restore alternative locations to investigate (not owned/managed by the Town Council) where hives were already in situ.

It was proposed by Cllr S Cole, seconded by Cllr K Morrison, and **RESOLVED** to not allow beehives on the allotments, including New Road, but to plant more wildflowers to encourage wild bees, as an alternative.

All members agreed.

**The meeting closed at 21.15**

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

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

<b>Name of Working Group</b>	Ladygrove Management Working Group
<b>Membership</b> Who should be part of the group, and what rights do they have in decision-making?	<p>Seven Didcot Town Council Members - voting. If membership would otherwise have no Ladygrove-representing member, any nominees for membership representing Ladygrove shall have priority over non-Ladygrove representatives – a Chair will need to be appointed at the first meeting.</p> <p>Environment Agency rep (1) - voting Fishing Club rep (1) - voting Earth Trust (1) – voting Ladygrove Residents Association (1) - voting Outdoor Services Manager – no voting rights Outdoor Services Supervisor – no voting rights Other Industry Specialists when required</p>
<b>Purpose</b> Why does it exist? What does it seek to achieve?	To suggest a strategy to safeguard and improve the area and increase the facilities for the enjoyment of Didcot residents and to create a plan for the future management of the lakes.
<b>Task and finish/ongoing?</b> If task and finish, please define the date or output that marks the groups closure	This group is NOT a task and finish working group.
<b>Meetings</b> Does the group meet in person or virtually?	The meetings can either be in person, and/or virtual.
How often should it meet, and should it meet in the day time or evening?	To meet at least three times a year and in emergency situations.
<b>Reporting</b> How should the business be reported and to whom?	All reports and recommendations will be reported to the Environment and Climate Committee.
<b>Minutes published</b> Are minutes required, and who should they be sent to?	Yes, the notes will be circulated to all members of the group.
<b>Public attendance</b> Can the public attend, can they participate and are there any rules around this?	Not at regular meetings without prior agreement of the working group Councillors.

## Appendix 1



## Didcot Town Council

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### **Personnel and Administration Committee** Monday 31<sup>st</sup> July 2023 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  
G Ryall

#### **Officers:**

Mrs J Wheeler (Town Clerk)

#### **15. Apologies**

Apologies were received from Cllr H Macdonald.

#### **16. Declarations of interest**

None declared.

#### **17. To approve the minutes of the meeting held on 12<sup>th</sup> June 2023**

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

#### **18. Questions on the Minutes**

There were no questions.

#### **19. To review the deferred policy on alcohol and substance abuse**

The Committee discussed this deferred policy and agreed that the amended text struck a better balance of showing DTC as a caring and helpful employer whilst not condoning reckless behaviour. It was RESOLVED to RECOMMEND this policy to full Council.

#### **20. To consider the introduction of long service awards**

Didcot Town Council aspires to be an employer who recognises and values the loyalty of staff. At present there is no recognition for those who have worked for the Town Council for many years. One employee in particular has been working for the Town Council since 1996 – twenty-seven years!

After some discussion, the Committee agreed that it was appropriate to recognise these milestones. The preference of the Committee was to look at an award of vouchers at ten years; twenty years and thirty years. The sum would start at £100 for ten years; £200 for twenty years and £300 for thirty years.

It was also agreed that a pin badge similar to the past Mayor's badge could also be awarded. It was RESOLVED that a funded proposal be brought to the next meeting of this Committee.

**21. To consider a horticultural apprenticeship**

Didcot Town Council has successfully offered an apprenticeship to join the outdoor services team. Some of the apprentices have then gone on to be offered a full time permanent role. The Town Council has been approached by Abingdon & Witney College regarding an apprenticeship working as a "Horticultural Operative" at Level 2. This apprenticeship is for a fixed term of 15 months with three months for the End Point Assessment. The course fee is free to the apprentice and has a £6,000 funding band.

The Town Clerk will make enquiries relating to whether the apprenticeship levy is available. It was RESOLVED to RECOMMEND that a proposal for the apprentice opportunity is made to full Council.

**22. To review a draft policy for the risk of Needles; sticks and sharps**

The Committee reviewed a new Policy designed to recognise, manage and alleviate the risk of needle sticks and sharps injuring the staff as they carry out their work. The Policy covers the procedure to follow in the event of an injury; procedure for removal and the responsibilities of the staff and line managers.

It was RESOLVED to RECOMMEND that this Policy is adopted at full Council.

**23. To review a draft policy for Equality and Diversity**

The Committee discussed this policy which shows the commitment of Didcot Town Council to treat every person equally. The policy covers the Town Council as an employer but also covers our commitment as a service provider working in the local community. The key areas covered by the policy includes: age; disability; race; sex, gender, marital or civil partnerships status; sexual orientation; pregnancy; maternity and paternity; ex-offenders; religion or belief.

It was RESOLVED to RECOMMEND this policy to full Council. It was also agreed to link this policy to disciplinary procedures and whistle-blowing policies.

**24. To approve the Health & Safety Policy Statement**

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to RECOMMEND the Health & Safety Policy to full Council.

**25. Progress report**

The Town Clerk had completed the training on Policy and Data Breach. The Committee asked for this training to be rolled out to all staff. The use of the outdoor services Depot would be remain under review until the new year.

**26. 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.

**27. To receive a Staffing Report**

The confidential staffing report gave the Councillors an up-date on the recruitment of the Deputy Town Clerk and the new Estates Manager positions. It was agreed to carry out the interviews as soon as possible.

There was an up-date on recruitment for Willowbrook Leisure Centre.

It was **RESOLVED** to offer Sarah Mallett a permanent position as a Gardener having completed her six months probation.

It was **RESOLVED** for the Town Clerk to carry out the three month appraisal and to offer Michael Blake a permanent position as the Outdoor Services Manager.

There was no news on the national pay award for 2023.

An incident at the Ladygrove Lakes was discussed. It was **RESOLVED** that there was no case to answer.

The meeting closed at approximately 8.50pm.

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

## **DRUG & ALCOHOL ABUSE POLICY**

### **Introduction**

Didcot Town Council recognises that alcohol and drug abuse-related problems can be an area of health and social concern. Should a member of staff find that they suffer from such problems this could affect their ability to do their work – and could be a health and safety issue if their work requires the operation of power tools and/or the driving of vehicles in the community.

The Council has a responsibility to all employees and must ensure that any risks are minimised to protect other staff and the general community.

Where it has been established that such a problem exists, Council policy involves two approaches:

1. Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem; and
2. Potential disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work.

Where it has NOT been established that an alcohol or drug dependency problem exists Didcot Town Council will take reasonable measures to assist the member of staff to improve performance. The Council does not however have the internal resources needed to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospital and other agencies.

### **Reasonable assistance for a member of staff**

The Council will, where possible, provide the following:

- One-to-one discussions with either the Town Clerk or the Line Manager to discuss the issues which may have led to the need for assistance.
- Possible referral to a qualified professional to further assist recognition of the problem and how it relates to duties at work.
- Support during any period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Council,
- The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the Employee's own post or an alternative post.\*

*\* Didcot Town Council is limited on the ability to provide alternative work but the intention is to help wherever possible as a responsible employer.*

The Council's assistance will depend upon the following conditions being met:

- A Council appointed Occupational Health Service provider or Council Approved

Doctor diagnoses an alcohol or drug dependency related problem,

- The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.

The Council and the employee must recognise the following limits to the assistance the Council can provide:

- Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure;
- If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour remains – especially a failure that becomes a health and safety issue - these will be dealt with through discussion with the Town Clerk and the Line Manager. The need to operate those discussions through the Disciplinary Procedure will be a last resort; and
- A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Council at that time.

#### **Use of External Agencies by the Council**

The Council, where it deems appropriate, may utilise the services of external agencies such as an Occupational Health Service provider or Approved Doctor, to provide the following:

- Advice and support to the Line Manager and Town Clerk:
  - On whether an alcohol or drug related problem exists;
  - Progress in treatment; and
  - Re-establishment or continuation at work of a member of staff or other appropriate arrangements.
- Assistance to members of staff with alcohol or drug abuse related problems.

This does not include directly providing treatment or specialist help, which is the responsibility of GPs, hospitals and other agencies working in the field. The Occupational Health Service provider / Council Approved Doctor, in close liaison with these persons and agencies, will assist staff referred in the following ways:

- Through counselling encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help\*;
- Providing advice and direction regarding obtaining treatment and specialist help; and
- Assisting in continuing at or achieving a return to work.

*\* Didcot Town Council does not have the budget to support a long term course of treatment. The limitations of this help will be agreed with the member of staff at the start of the treatment and will depend on the availability of funds at the time.*

#### **Disciplinary Action**

In line with the Council's disciplinary rules, the following will be regarded as serious and potentially gross misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs; and
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or

approval has been given).

Breach of these rules will normally result in a formal disciplinary investigation. In exceptional cases a final written warning may be applied as indicated in our Disciplinary Procedure. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Council will suspend application of the Disciplinary Procedure and provide assistance as appropriate. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs should expect the Council to follow the Disciplinary Procedure.

### **Situations where use of the Disciplinary Procedure is appropriate**

#### **Recognition of the existence of a possible alcohol or drug abuse problem**

Abuse of alcohol or drugs can be dangerous; affect performance; and contribute towards erratic behaviour at work. The Town Clerk and the Line Manager will be responsible for responding to such situations, carrying out investigations and interviews, supported as appropriate by the Personnel & Administration Committee. In such interviews the possible existence of an alcohol or drug abuse as a possible factor should be explored.

#### **Diagnosing the existence of an alcohol or drug abuse problem**

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the member of staff accepts referral, the Town Clerk should refer the matter to Personnel & Administration Committee, who may authorise contacting an Occupational Health Service provider or Council Approved Doctor.

The Employee must accept that if they attend work under the influence of Drugs and / or Alcohol, following their interview with the Town Clerk and/or Line Manager, could render themselves liable for formal disciplinary action and the charge of Gross Misconduct.

However under normal circumstances disciplinary action should be suspended until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Disciplinary Procedure should be followed. If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the member of staff rejects, or fails to co-operate in referral, disciplinary action should be continued.

#### **Confirmation that an alcohol or drug abuse problem exists and treatment arrangements**

If a positive diagnosis of an alcohol or drug abuse problem is made, and the member of staff agrees to co-operate in treatment, treatment arrangements should commence. Where necessary, the Occupational Health Service provider / Council Approved Doctor will advise the member of staff regarding treatment and will be responsible for monitoring progress with treatment and advising the Council. *Didcot Town Council does not have the budget to support a long course of treatment. The limitations of this help will be agreed with the member of staff at the start of the treatment.* Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arranged. Should a diagnosis of alcoholism or drug dependence not be confirmed or should the member of staff refuse to co-operate in treatment, disciplinary action should be continued.

Where medical certificates are submitted, sick leave should be given. Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue in his/her post or alternative work unless such an arrangement would have an adverse effect on Council services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged.

If a member of staff has been off work during the period of treatment, before returning to duty, he/she will be seen by the Occupational Health Service provider / Council Approved Doctor who will advise the Council regarding capability for continuation in his/her own post and whether any special supervision or other arrangements are required.

Every effort should be made to comply with the advice provided by the Occupational Health Service provider / Council Approved Doctor. If it is not reasonably practicable to do so, and as a result, the member of staff is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health).

If a member of staff is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a **second referral** to the Occupational Health Service provider / Council Approved Doctor and suspension of the disciplinary procedure may be appropriate. If they advise positively on the possibilities of further treatment or help and the willingness of the member of staff to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken – *depending on the funds available to the Town Council at this time*. This second referral will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.

#### **Situations where a Disciplinary Situation does not exist**

There may be situations where the possible existence of alcohol or drug abuse problems affecting a member of staff comes to the Council's attention, although there is, or has been, no discernible effect on work performance or behaviour. This could arise if a member of staff confides to the Line manager or Town Clerk about an alcohol or drug abuse problem, or the managers see a need to approach a member of staff after observing possible "indicators" of an alcohol or drug abuse problem, i.e. an absence pattern or information provided by the member of staff's colleagues etc. In such situations, the Council would wish staff to feel they could seek help from their employer (in complete confidence) without worry that their job security would be in jeopardy.

Accordingly if the Line Manager should be faced with a situation of this type they should:

- Counsel the member of staff and, if appropriate, as the Town Clerk to arrange for the member of staff to be interviewed by the Occupational Health Service provider / Council Approved Doctor on the authority of the Council; and
- As in the procedure described above, the Occupational Health Service provider / Council Approved Doctor will play a facilitating role, i.e. seeking to establish whether a problem exists, advising and directing the member of staff towards appropriate forms of treatment and help – *subject to the funds available at the time*.

Agenda item 4 d ii Minute 19 - revised policy on alcohol and drug abuse

These steps cannot be taken without the co-operation of the member of staff. If the member of staff does not wish to co-operate, no further action should be taken. Should a member of staff take up the opportunity of assistance on this voluntary basis there need be no further formal involvement of Management in terms of action or the right to learn of progress with treatment – *however the course of any treatment paid for by the Town Council must be agreed before the treatment begins.*

Use of the disciplinary procedures and/or the application of the approach described above would only be appropriate if subsequently, the member of staff is involved in a breach of disciplinary rules. Should the problems of the member of staff develop to an extent that his/her continuation in post or employment became impossible, it may be necessary to identify alternative work or arrange for termination, on the same basis as the Council operates for staff with problems of incapacity due to ill health.

Second draft of this new Policy – July 2023



# MEMO

TO: All Staff

DATE:

FROM:

RE:

## HEALTH & SAFETY AND THE USE OF ILLEGAL SUBSTANCES

Due to the complexity and potentially hazardous nature of our work, combined with the concerns regarding workers working remotely, the Council will be introducing random drug and alcohol testing.

If a Manager or Supervisor has reason to suspect that an Employee is under the influence of alcohol or drugs whilst at work, they may ask that Employee to undergo a test.

Employees will be asked to sign a consent form to enable this test to be conducted. Employees have the right to refuse to give their consent. Should consent be withheld, the Council's management will have to determine whether or not an individual is under the influence of drugs or alcohol based on the evidence available to them.

All staff are reminded that attending work under the influence of illegal substances, drugs or alcohol would constitute Gross Misconduct and if proven, following an investigation, could result in dismissal.

I confirm that I have read and understand this notice and agree to comply with its requirements.

**Name of Employee** .....

**Date** .....

**Signature** .....

## Level 2 Horticulture Operative Apprenticeship

### Course summary

Horticulture operatives can be employed to work in public parks and gardens, green spaces and historic gardens, private gardens and estates or in production nurseries and retail outlets.

### Course overview

Horticulture operatives will learn to create and maintain horticultural spaces. This will include planting and maintenance activities, frequently working outdoors year-round and in all weathers, and at heights when pruning taller plants and hedges.

### Duration:

- 15 months practical training period, plus 3 months for End Point Assessment

### Delivery model:

- Work-based training with your employer
- Approximately 12 on-site assessment visits per year
- 14 days college attendance to complete Horticulture Principles and Practice course
- 1 day college attendance to complete Level 3 Award in Emergency First Aid course
- 2 days college attendance to complete Level 2 PA1 Pesticides course (theory)
- 2 days college attendance to complete L2 PA6 Pesticides course (practical)
- Level 1 Functional Skills in Maths and English (7 days at college for each, if required)
- Off the job training will count for at least 6 hours a week of an apprentice's time at work

### Qualifications included:

- Level 1 Functional Skills in English and Maths
- Level 3 Award in Emergency First Aid
- Level 2 Principles of Safe Handling and Application of Pesticides
- Level 2 Award In The Safe Application of Pesticides Using Pedestrian Hand Held Equipment
- Level 2 Horticulture Operative Apprenticeship

### End Point Assessment:

- Knowledge test
- Practical assessment
- Professional discussion

### What next?

Working and learning in the horticulture and landscape industries is rewarding, offers a diverse range of employment and further training opportunities.

### Entry criteria

Applicants are likely to have 4 GCSEs A\* - C / 9 - 4, including Maths and English, or equivalent, and will need to demonstrate the ability to achieve all elements of the apprenticeship during their programme, including working in a suitable job role.

### Course fee

Free to apprentices. This apprenticeship has a £6,000 funding band. Small companies will need to make a contribution of £300; large companies could pay through the apprenticeship levy if they have funds available.

## Course content

### What will apprentices learn?

- Industry understanding; the importance and benefits of green-space and the types of horticultural skills appropriate to different businesses and cultural sites.
- Business; business policies, vision and values. Workers' contribution to earning profit and awareness of commercial pressure. Understanding of how project management informs a team to achieve objectives.
- Communication; the importance of clear communication. Knowledge of different forms of communication aids and their use. The value of effective and timely communication in customer care.
- Health and safety; health and safety regulation, legislation, policy and procedure and the responsibility of workers. Knowledge of hazards and working to strict health, safety, quality and environmental (HSQE) processes particularly appropriate to horticultural sites.
- Environmental; waste and waste reduction and recycling and environmental best practice. Prevention and control of local pollution incidents.
- Plant growth and development; plant nutrition and plant requirements. The principles of germination, photosynthesis, respiration and transpiration (the science of plant growth). How to care for plants correctly in different environments. The relationship between environmental conditions and plant growth.
- Tools, equipment and machinery; correct tools, equipment and machinery required for the job and the importance of maintenance and regular checks of these items to ensure they remain in good working order. Legal requirement of training by a competent person and familiarity with operator training and certification requirements.

### What skills will apprentices gain?

- Communication; communicate with others, including clients, the public and colleagues, this may require basic IT systems use.
- Team working; work alone and as part of a team effectively and recognise how all staff are dependent on each other to meet business objectives.
- Health and safety; apply relevant health and safety processes and procedures. Implement specific industry information on hazards relevant to horticultural environments. Follow safe systems of work and safety information provided by employer. Implement environmental protection policies and procedures.
- Environmental; prevent and control local pollution incidents e.g. use of spill kits.
- Planting, plant growth and development; care for plants correctly in different environments, including basic irrigation methods, planting methods and identifying plant deficiencies. Install various soft-landscape materials e.g. shrubs, trees, herbaceous, bedding, grass areas and seed. This will include site preparation, planting, sowing, turfing, preparation of seed beds and mulching.

### What behaviours will apprentices develop?

- Health and safety; have a safety-led mind-set for self, colleagues and the public.
- Customer care; show dignity, respect and empathy when dealing with others, including clients, the public and colleagues.
- Learn: learn behaviours, skills and knowledge effectively from craftspeople and managers.
- Attitude; have a positive and motivated attitude towards work, including having pride in one's work.
- Decision making; adopt a pragmatic timely approach by identifying appropriate solutions to practical problems.

# DIDCOT TOWN COUNCIL

## Needle Stick/Sharps Policy



Reviewed by: Personnel & Administration Committee – 31<sup>st</sup> July 2023  
Ratified by Full Council on 4<sup>th</sup> September 2023  
Next review date: September 2024



## **CONTENTS**

- 1. Policy Statement**
- 2. Introduction**
- 3. Scope**
- 4. Definition**
- 5. Managing the Risk**
- 6. Procedure in the event of a needle stick/sharps injury**
- 7. Procedure for the removal of needle sticks/sharps**
- 8. Responsibilities**
- 9. Employee information**

## **1. Policy Statement**

- 1.1 Didcot Town Council is committed to maintaining the Health & Safety of employees. The Council recognises there is a risk to employees from needle stick/sharps injuries as they carry out their work.
- 1.2 Didcot Town Council will ensure that appropriate procedures and risk assessments are in place to protect employees.

## **2. Introduction**

- 2.1 The Health and Safety at Work Act 1974 requires employers to, so far as is reasonably practicable, ensure the health and safety of their employees. The Management of Health and Safety at Work Regulations 1999 also requires employers to carry out risk assessments to identify potential risks and take necessary measures to remove or reduce and control the risk.
- 2.2 This policy supports the above legislation by providing guidance on the management of risks from needle stick/sharps injuries. The main risks from these types of injuries are Hepatitis B or C and human immunodeficiency (HIV) viruses.

## **3. Scope**

- 3.1 This policy applies to all Didcot Town Council employees and Contractors working on behalf of the Town Council.

## **4. Definition**

- 4.1 A needle stick/sharps injury can be defined as:
  - a. A skin puncture or wound from a needle, which may be contaminated with blood or bodily fluids
  - b. A skin puncture or wound from a needle attached to a syringe, which may be contaminated with blood or bodily fluids
  - c. A cut/laceration from a sharp, jagged and/or rusty object (glass, bottles, cans etc)

## **5. Managing the Risk**

- 5.1 Needle sticks/sharps can be found discarded in potentially any land owned/managed by Didcot Town Council, including but not limited to playgrounds and open green spaces. However, they can also be concealed in furniture and fittings, and toilets. Employees such as the Outdoor Team and cleaners, are presented with a higher risk from these types of injuries, but all Council staff need to be observant and could potentially be at risk.

- 5.2 In order to protect employees from needle stick/sharps injuries, Didcot Town Council will provide appropriate information, instruction and training to any employee who may be exposed to carelessly or maliciously discarded needles/sharp objects.
- 5.3 Appropriate Personal Protective Equipment (PPE) including protective gloves and footwear, will be provided to employees who work in areas that present a higher risk from discarded needles and sharps. Employees are required to wear PPE that has been issued for their protection.

## **6. Procedure in the event of a needle stick/sharps injury**

- 6.1 All employees will be provided with appropriate advice on how to deal with needle stick/sharps injuries. In such circumstances:

### **An employee should:**

- Try to remain calm
- Not suck the wound, but gently squeeze the area around the wound to encourage bleeding (this will potentially expel contaminations introduced by the needle)
- Wash the site thoroughly with soap and preferably warm running water at the first opportunity and/or use sterile wound wipes from the first aid kit
- If eyes and/or mouth are involved, irrigate with copious amounts of sterile eyewash or clean tap water for one to two minutes, ensuring that they do not swallow any of the water or eye wash when doing this
- Cover the wound with a dry clean dressing
- Report the incident to the Line Manager/Supervisor as soon as possible
- Obtain medical assistance as soon as possible by making their way to the nearest Accident and Emergency Department of the local hospital
- Complete an accident/incident form with their manager giving full and detailed information

The needle stick/sharps may not be collected immediately. If the needle stick/sharps pose an immediate risk to others and you feel able to do something yourself:

- Find a suitable container – sharps box should be kept in every Council vehicle, if unavailable you could use a metal drinks can/bottle
- Take the sharps box/container to the syringe, needle, or sharps object
- Handle the needle/sharps carefully avoiding the needle/sharp edge (ideally with tongs, tweezers, heavy duty gloves)
- Put the sharp end into the sharp's box/container

## Agenda item 4 d ii – Draft policy for the risk of needles and sharps

- Wash your hands thoroughly
- Keep the sharps box/container somewhere safe awaiting collection

### **6.2 A Manager must:**

- Ensure the injured employee seeks immediate medical advice through the nearest Accident and Emergency department and that arrangements are made for them to be taken there
- Ensure the accident/incident report form is completed with the employee. A puncture wound from a needle stick that is **known** to have been used previously by a person infected with Hepatitis or HIV virus is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995)

## **7. Procedure for the removal of needle sticks/sharps**

In the event of a discarded needle stick being found by an employee or member of the public, the Town Clerk should be notified.

Only trained employees should remove discarded needles.

If numerous needles are found, the Council may wish to discuss the matter with the Police.

## **8. Responsibilities**

### **Employee**

It is vital that all employees contribute positively to the management of health, safety, and care. To ensure effective implementation of this policy, employees will be expected to:

- Safeguard their health and safety, and that of others, by operating safe systems of work in accordance with this policy
- Wear and use PPE as instructed
- Alert Line Managers/Supervisors to unsafe practices, conditions, or incidents of concern
- Report any findings of a discarded needle to their Line Manager/Supervisor
- Report accidents/incidents to their Line Manager as soon as possible
- Attend relevant training as instructed by their manager
- Follow the procedures for dealing with needle stick/sharps incidents as contained in this policy and as advised to them by their manager



### **Line Managers/Supervisors**

Line Managers and Supervisors are responsible for implementing, monitoring, and reviewing safe systems of work and ensuring the effective operation of this policy within their team. They are also responsible for ensuring that:

- Employees they are responsible for are made aware of the Needle stick/sharps policy and safe systems of work
- Employees adhere to safe systems of work and ensure correct PPE and equipment is used
- The accident/incident procedure is adhered to, including the reporting and investigation of incidents, and that remedial action is taken, where appropriate

### **Senior Staff**

All Senior Staff who have operational responsibility for employees and for implementing systems and procedures of work, will be specifically responsible for ensuring that:

- The needle stick/sharps policy is effectively implemented, monitored, and reviewed by the Council
- All employees are aware of and understand the policy and procedures within it
- Safe systems of work are implemented, and all working procedures and practices are properly documented and adhered to
- All work activities carried out by Council employees are risk assessed and procedures implemented
- Appropriate safety equipment including PPE is supplied
- All necessary arrangements are made and maintained in respect of accident reporting and first aid

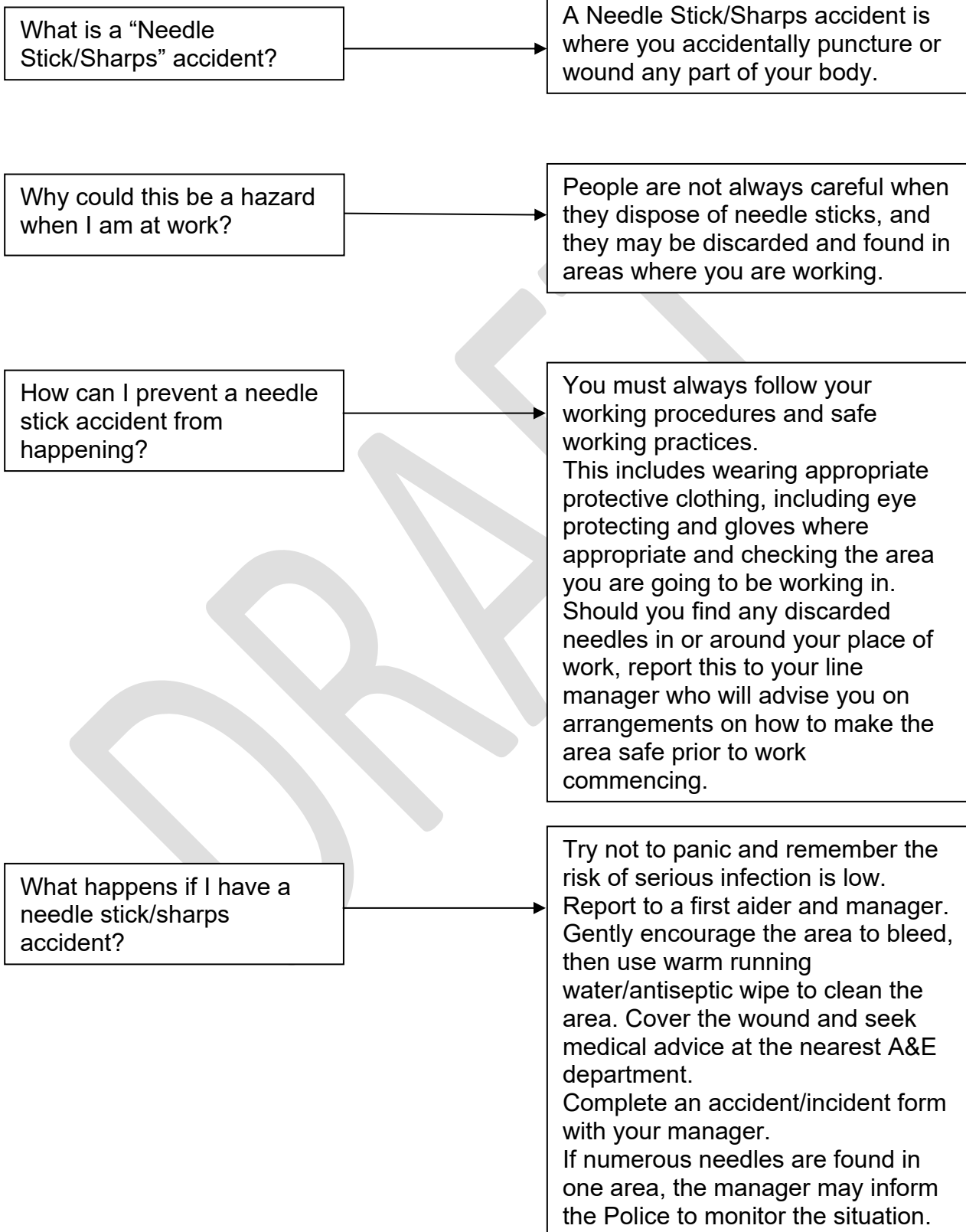
### **The Town Council**

The Town Council will have overall responsibility of the health and safety of all employees and will need to ensure this policy is monitored and reviewed as required.

This policy will be monitored and reviewed every 2 years or sooner, subject to changes in legislation.



### Information for Employees



Agenda item 4 d ii – Draft policy for the risk of needles and sharps

To be completed by employee:

I confirm that I have read and understood the Needle Stick/Sharps Policy.

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

Signature: \_\_\_\_\_

Please return this signed page to your Line Manager, it will then be added to your personal file. Please keep the rest of the document for your records.

DRAFT

# DIDCOT TOWN COUNCIL

## Equality and Diversity Policy

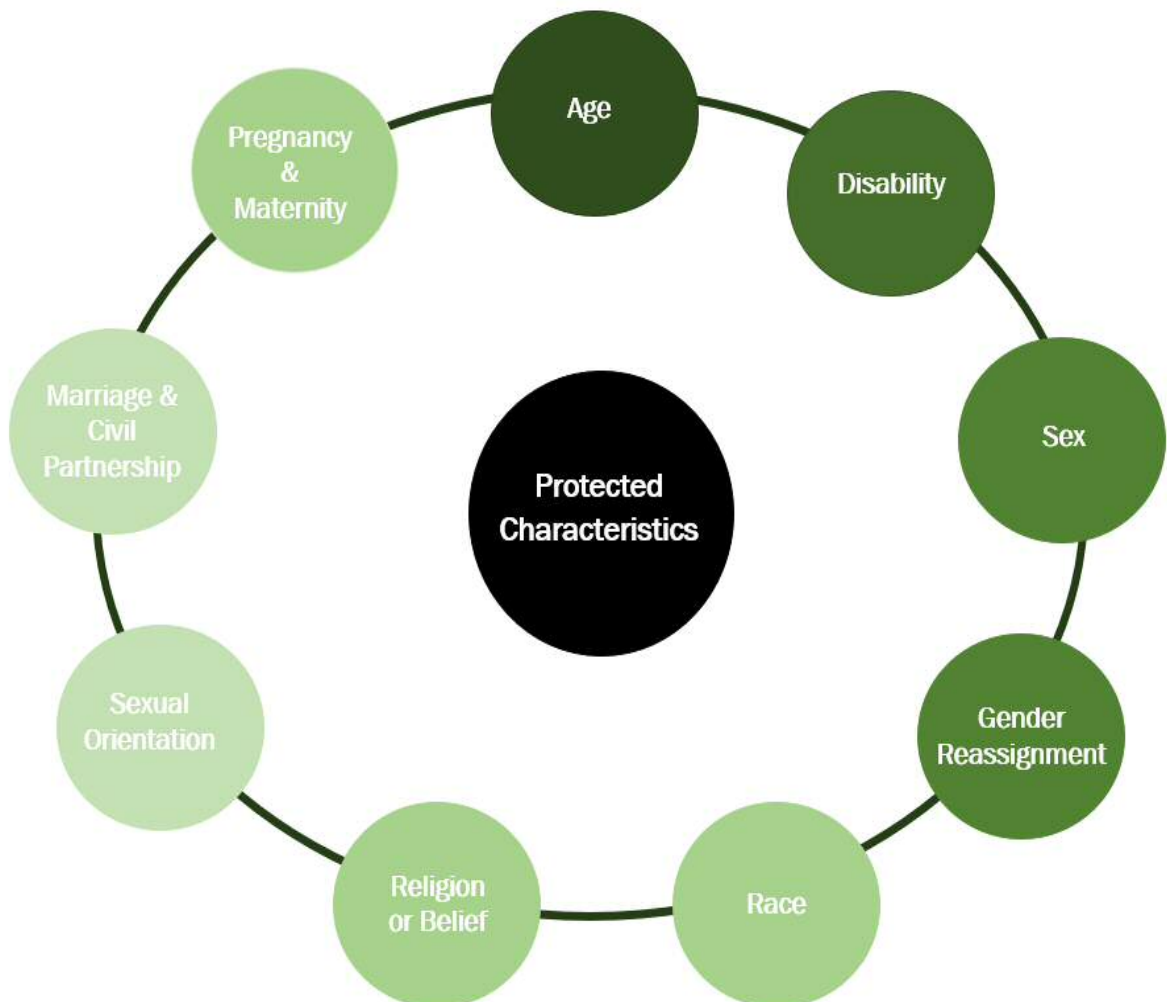


Reviewed by: Personnel & Administration Committee – 31<sup>st</sup> July 2023  
Ratified by Full Council on 4<sup>th</sup> September 2023  
Next review date: September 2024



## CONTENTS

1. Statement
2. Introduction
3. Our Commitment as an Employer
4. Our Commitment as a Service Provider
5. Commitment in Key Equality Areas



## 1. Statement

- 1.1 The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone.
- 1.2 The domestic law is now mainly contained in the following legislation (where applicable, as amended):
- the Equal Pay Act 1970;
  - the Sex Discrimination Act 1975;
  - the Race Relations Act 1976;
  - the Disability Discrimination Act 1995;
  - the Employment Equality (Religion or Belief) Regulations 2003;
  - the Employment Equality (Sexual Orientation) Regulations 2003;
  - the Employment Equality (Age) Regulations 2006;
  - the Equality Act 2006, Part 2;
  - the Equality Act (Sexual Orientation) Regulations 2007
- 1.3 In April 2011 the Public Sector Equality Duty came into force in Great Britain, which placed a duty on public bodies and others carrying out public functions. Its aim is to embed equality considerations into day-to-day work of public authorities.
- 1.4 Didcot Town Council is committed to Equal Opportunities. We therefore wholeheartedly accept our legal obligations under the Equality Act 2010, which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or sexual orientation, gender reassignment, marital status, and on the grounds of disability, age, trade union membership and activity, political or religious belief and unrelated criminal convictions.
- 1.5 Didcot Town Council is committed to implementing Equal Opportunities in carrying out all its various functions. We are committed to the development of effective policy, strategy, and standards, and to the introduction of monitoring and information systems to review and evaluate progress towards the achievement of equality of opportunity.
- 1.6 Didcot Town Council also recognises that whilst much can be achieved through the development of policies, practices, and procedures to eliminate unlawful and unfair discrimination, real progress towards equality of opportunity requires a programme of action which involves the commitment and participation of all staff and Councillors.
- 1.7 Didcot Town Council are committed to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping. We recognise that employees may experience discrimination, victimisation, or harassment at work. We aim to ensure that the workplace is free from

discrimination and harassment and will act promptly if any such incidents occur.

## **2. Introduction**

- 2.1 Didcot Town Council is an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy, maternity or paternity, race, religion or belief, sex, or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- 2.2 We value people as individuals with diverse opinions, cultures, lifestyles, and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct, or indirect, over, or latent exists.
- 2.3 The Town Council has responsibility for implementing and monitoring the Equality and Diversity Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.
- 2.4 All employees, workers, or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of Didcot Town Council.
- 2.5 Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Town Council as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with the senior management team, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Town Council.

### **3. Our Commitment as an Employer**

- 3.1 To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- 3.2 Every employee, worker, or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- 3.3 Training, development, and progression opportunities are available to all staff.
- 3.4 Equality in the workplace is good management practice.
- 3.5 Didcot Town Council will routinely review all our employment practices and procedures to ensure fairness.

### **4. Our Commitment as a Service Provider**

- 4.1 Didcot Town Council aims to provide services to which all residents/clients are entitled regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities, or social class.
- 4.2 The Town Council will ensure that our services are delivered equitably and meet the diverse needs of our residents, service users and clients by assessing and meeting their diverse needs.
- 4.3 Breaches of the Equality and Diversity Policy will be treated very seriously and could result in disciplinary proceedings.

### **5. Commitment in key equality areas**

#### **AGE**

We recognise that some people may experience discrimination and prejudice in our society based on their age.

Didcot Town Council will:

- Ensure that people of all ages are treated with respect and dignity
- Ensure that people of working age are given equal access to our employment training, development, and promotion opportunities; and
- Challenge discriminatory assumptions about younger and older people

#### **DISABILITY**

We recognise that “disability” includes sensory and physical impairment, learning difficulty and mental ill health.



Didcot Town Council will:

- Provide any reasonable adjustments to ensure people with disabilities have access to our services and employment opportunities
- Challenge discriminatory assumptions about people with disabilities; and
- Seek to continue to improve access to all Council facilities

### **RACE**

Didcot Town Council will:

- Challenge racism wherever it occurs
- Respond swiftly and sensitively to racist incidents; and
- Actively promotes race equality in the Town Council

### **SEX, GENDER, MARITAL OR CIVIL PARTNERSHIP STATUS**

We recognise that some people experience discrimination and prejudice in our society on the basis of their sex, gender identity, characteristics or expression, responsibilities for children, and marital or civil partnership status.

Didcot Town Council will:

- Challenge discriminatory assumptions about gender
- Take positive action to redress the negative effects of discrimination against women and men; and
- Offer equal access for women and men to representation, services, employment, training and pay
- Ensure that all employees have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value
- Support employees so they can be open about their gender identity, characteristics, or expression if they choose.

### **SEXUAL ORIENTATION**

We recognise that some people may be discriminated against because of their sexual orientation or assumed sexual orientation.

Didcot Town Council will:

- Challenge all forms of unfair sexual orientation discrimination; and
- Ensure all employees, Councillors, residents, contractors, visitors to sites etc, are treated with the up most respect, regardless of their sexual orientation

### **PREGNANCY, MATERNITY AND PATERNITY**

Didcot Town Council will:

- Ensure that people are treated with respect and dignity
- Challenge discriminatory assumptions about pregnancy, maternity, or paternity of our employees; and
- Ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy, maternity, and paternity

**EX-OFFENDERS**

Didcot Town Council will:

- Prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults)

**RELIGION OR BELIEF**

(Article 9 protects your right to hold both religious and non-religious beliefs).

Didcot Town Council will:

- Ensure that employees' religion or beliefs and related observations are respected and accommodated wherever possible; and
- Respect people's beliefs where expression of those beliefs does not impinge on the legitimate right of others

This policy will be monitored and reviewed every 2 years or sooner, subject to changes in legislation.

DRAFT

Agenda item 4 d ii Minute 23 – Equality & Diversity Policy

To be completed by employee:

I confirm that I have read and understood the Equality and Diversity Policy.

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

Signature: \_\_\_\_\_

Please return this signed page to your Line Manager, it will then be added to your personal file. Please keep the rest of the document for your records.

DRAFT

## Didcot Town Council

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# Health and Safety Policy Statement

15/09/23



The management of Didcot Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities, the management will:

- Bring this Policy Statement to the attention of all employees
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- Communicate and consult with our employees on matters affecting their health and safety
- Comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- Eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- Encourage staff to identify and report hazards so that we can all contribute towards improving safety
- Ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- Maintain our premises, provide and maintain safe plant and equipment
- Only engage contractors who are able to demonstrate due regard to health & safety matters
- Provide adequate resources to control the health and safety risks arising from our work activities
- Provide adequate training and ensure that all employees are competent to do their tasks
- Provide an organisational structure that defines the responsibilities for health and safety
- Provide information, instruction and supervision for employees
- Regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Name:** Janet Wheeler

**Dated:**

**Position:** Town Clerk

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Britwell Road  
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Oxfordshire  
OX11 7HN

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www.didcot.gov.uk  
E-mail: [council@didcot.gov.uk](mailto:council@didcot.gov.uk)  
Fax: 01235 512837

## Didcot Town Council

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### **Property and Facilities Committee** Wednesday 26<sup>th</sup> July 2023 at 7.30pm All Saints Room, Didcot Civic Hall.

## **Minutes**

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

### **Present:**

Cllr K Morrison (Chair)  
Cllr H Macdonald (Vice Chair)  
Cllr C Jennings  
Cllr J Broadbent  
Cllr A Hudson  
Cllr L Hislop  
Cllr Z Mohammed

### **Officers:**

Mr N White – Property and Facilities Manager  
Mr S Mundy – Projects and Services Officer

### **16. Apologies**

Apologies were tendered from Cllr A Jones, Cllr M Khan and Mrs J Wheeler (Town Clerk)

Cllr C Jennings substituted for Cllr A Jones  
Cllr J Broadbent substituted for Cllr M Khan

### **17. Declarations of interests**

There were no declarations received.

### **18. To approve the Minutes of the meeting held on 24<sup>th</sup> May 2023**

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

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

#### **19. Questions on the minutes**

No questions received.

#### **20. To note the Civic Hall roof repair report sent to the Finance and General Purposes Committee**

The Committee noted the report.

The Projects and Services Officer explained to the Committee that the report was presented to the Finance and General Purposes meeting on Monday 24<sup>th</sup> July and it was proposed to proceed with the quote from **Hawkins Roofing Limited** for **£22,651.30+VAT**.

#### **21. To consider the Properties Report including the financial summary and consider recommendations from the report.**

The Committee considered the report.

##### 21.1 to note the Civic Hall bar takings and usage figures

The Committee noted the bar takings and usage figures for the Civic Hall.

##### 21.2 To note the Civic Hall works update

The Committee noted the works completed since the last Committee meeting and these included:

- Hawkins Roofing attended site to clear all guttering and investigate for roof leaks
- Replacement toilet seat in the gents
- Gents toilet flusher repaired
- Kitchen sink repaired
- Replacement plug for the glasswasher as stopped working.

##### 21.3 To note the Civic Hall financial summary

The Projects and Services Officer summarised the finances for the Civic Hall and stated all rooms. The exception is the small room next to the reception - Orchard Room are currently on track to achieve the income budgeted figures.

A discussion took place on how the Civic Hall is currently advertised. The Property and Facilities Manager explained that is it through word of mouth and the Didcot Town Council website.

The Property and Facilities Manager explained the process of booking for a function and offered the Councillors an opportunity to visit the Didcot Town Council Bookings Officer to show the number of enquiries received on a daily basis.

The Committee noted the Civic Hall financial summary.

#### 21.4 To note the current progress on the new Pavilion build

The Projects and Services Officer updated the Committee on the current works that have been completed on the new Pavilion build. This included showing the Committee updated pictures of the progress made.

The Committee noted the ongoing progress of the build to date.

#### 21.5– To note the update on Loyd Pavilion works

The Projects and Services Officer gave a brief update on the current works that has been completed on the Loyd Pavilion. These included: -

- New security door fitted on entrance
- New ceiling have been inputted
- New LED lights fitted throughout the pavilion with PIR fitted on entrance
- New internal doors fitted
- Showers installed
- Painting inside and outside of the building
- LED lighting with cages fitted to the outside of the building
- Reinstalled the hatch
- New kitchen units installed

An additional cost has been added for a new toilet which wasn't originally budgeted for within the scope of works. All works should be finished on Monday 31<sup>st</sup> July 23.

The Projects and Services Officer explained the officers have designed and ordered a new sign for the entrance to explain who runs the pavilion and who to contact if looking to hire.

The Committee noted the works that had been completed.

#### 21.6 – To consider repairing the canopy to the right of the main car park entrance

The Projects and Services Officer explained the need to replace the canopy to the right of the main car park entrance at the Civic Hall due to water damage. The Committee AGREED these works were needed as could become a Health and Safety issue.

It was proposed by Cllr C Jennings, seconded by Cllr K Morrison, and **RESOLVED** to proceed with the quote from **Polar FM** for **£690.00+VAT** using budget code 4043 repairs and maintenance.

### 21.7 – To consider repairing the main hall window actuators

The Projects and Services Officer explained the reasons why we need to replace three window actuators. The contractor attended the Civic Hall to fix one actuator and proceeded to check the others where the contractor found a further three were needed. One window remained opened which caused issues for an event that took place within the Civic Hall.

The Committee AGREED these works were required to bring the building up to standard and reduce complaints.

It was proposed by Cllr C Jennings, seconded by Cllr K Morrison, and **RESOLVED** to proceed with the quote from **Scoop Electrical Services** for **£659.51+VAT** using budget code 4043 repairs and maintenance.

### **22. To note the Willowbrook report including the financial summary and consider recommendations.**

The Committee considered the report.

#### 22.1 – To note Willowbrook usage figures

The Projects and Services Officer explained the usage figures to the Committee and the reasons for the lower occupancy figures in June.

Cllr C Jennings explained to the Committee an idea of making Willowbrook into a wellness hub during the day. A programme of events would take place throughout the day. Sessions such as mental health sessions, NHS clinics and walking football were some of the items mentioned by the Committee.

Cllr C Jennings has tasked the Officers to create a survey for understanding people's needs for Willowbrook and what activities residents would like to see on the website and Didcot Town Council's social media channels.

#### 22.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

Questions were raised on the utility's costs at Willowbrook and the Property and Facilities Manager explained this was due to our utility provider sending through a bill from the previous financial year which has increased the figures for this financial year.

#### 22.3 - To consider replacing the air handling unit fan

The Projects and Services Officer explained that a fan which provided air to the studio spaces has stopped working and requires replacing.

The Committee AGREED this fan must be fixed to provide air handling to the Studio spaces.



It was proposed by Cllr K Morrison, seconded by Cllr C Jennings, and **RESOLVED** to proceed with quote from **Carlton Services** for **£1800+VAT** using budget code 1767.

22.4 – To note the current recruitment needs at Willowbrook

The Committee noted the recruitment needs at the Willowbrook.

A discussion took place regarding the roles currently being advertised and the Property and Facilities Manager explained to the Committee how the roles differ and what training is available to help support employees progressing for now and in the future.

**23. To consider the Property and Facilities 10-year upgrade plan for maintenance**

The Committee considered the report.

Cllr C Jennings has tasked the Officers to investigate costs for a surveyor to complete a condition survey of all facilities run by Didcot Town Council. This will include looking at the fabric of the building and the plant to assist with the 10-year plan created by the Property and Facilities Manager. This will then assist the Officers with the 10-year plan to prioritise the most urgent works needed.

A discussion took place regarding the overall viability of the facilities with the business rates which Didcot Town Council must pay on the buildings. Within the discussion the Property and Facilities Manager explained the history of the previous Civic Hall Management Committee and the Committee will need to look at all options in the future.

The Property and Facilities Manager has offered to show Councillors around the current plant within the buildings, so they are aware of the current systems in place.

It was proposed by Cllr K Morrison, seconded by Cllr C Jennings, and **RESOLVED** to **RECOMMEND** the 10-year upgrade plan to Finance and General Purposes Committee.

**24. To note the progress report on items not on this agenda**

The Committee noted the progress report.

A discussion took place regarding religious buildings in Didcot and the Committee would like the Council to consider any buildings that are offered for religious needs.

Meeting closed at 21:06

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_

**Oxfordshire County Council  
County Hall  
New Road  
Oxfordshire  
OX1 1ND**

**01 August 2023**

To whom it may concern,

**Re: Community EV Microhubs expression of interest**

Oxfordshire County Council (OCC), in partnership with Oxfordshire local authorities, is looking to use central government funding to deliver a strategic network of public Electric Vehicle (EV) charging across Oxfordshire.

One of the ways of delivering EV charging at scale is through a community EV microhubs scheme that will provide grants for EV charging infrastructure in unserved parts of the county.

As part of this process, we are asking parish or town councils and community-focused non-profit organisations to inform OCC of their interest in this scheme.

The Eoi will help inform the planning process, assess the level of demand and better understand the type of sites available, ahead of a grant scheme opening in early 2024.

Councils and organisations are encouraged to provide details of sites under their management or ownership, which they would consider suitable for public EV charging.

Expressions of interest can be submitted through the OCC's consultation platform Let's Talk Oxfordshire: <https://letstalk.oxfordshire.gov.uk/ev-microhubs-eoi>

The closing date for expressions of interest is 15 September 2023.

Yours faithfully,

Stuart Cole  
Policy and Innovation Research Officer

Email: [stuart.cole@oxfordshire.gov.uk](mailto:stuart.cole@oxfordshire.gov.uk)  
[www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/electric-vehicles](http://www.oxfordshire.gov.uk/residents/environment-and-planning/energy-and-climate-change/electric-vehicles)

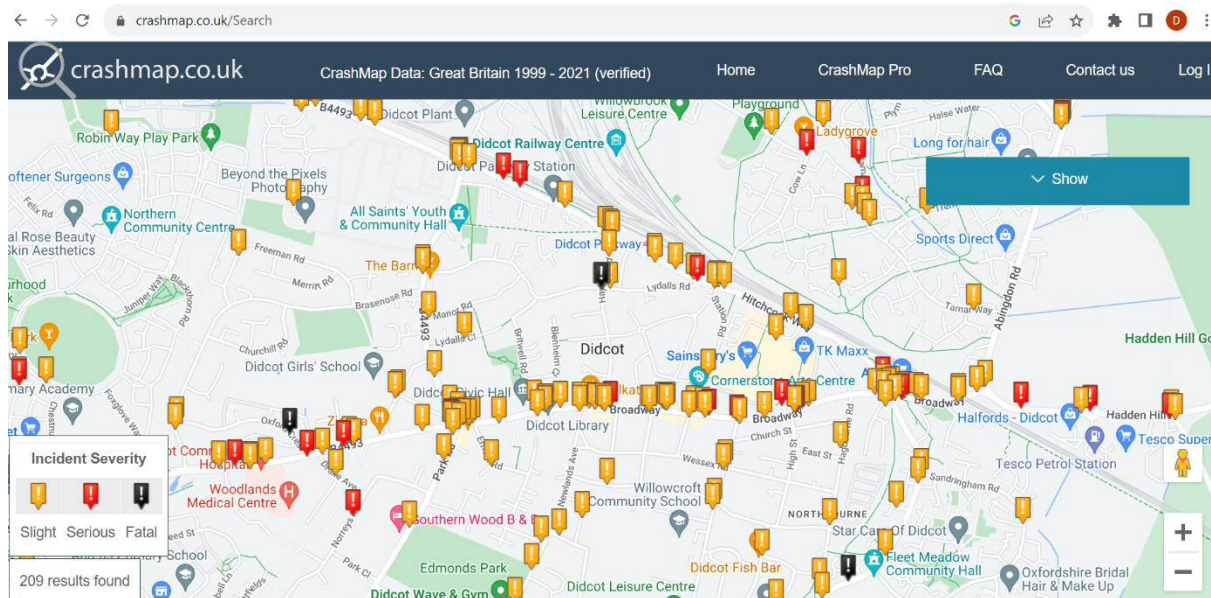
## Proposal regarding the introduction of 20mph limits within those areas not currently covered by such a scheme

Proposed by Cllr D. Rouane and seconded by Cllr C Jennings

### Purpose

The purpose of introducing a [20mph limit](#) is to reduce the number of deaths and injuries on the roads and also to reduce the fear of death or injury in order to encourage more people to walk or cycle. By encouraging more people to walk or cycle for short journeys, we aim to reduce congestion for those who have to drive and improve health and wellbeing.

The map below shows the instances of reported incidents in Didcot in the last 10 years.



### The effect of reducing speed

We know that by reducing speed the effects of any collision are reduced<sup>1</sup>. 7% of those hit by a car at 30mph are killed whereas, of those hit by a car doing 20mph only 1% are killed. The figures are more pronounced for those pedestrians over 60.

### Feasibility

The council has previously requested that OCC conduct a feasibility study. The feedback from OCC is that they, and others, have implemented many such schemes and they have established that it is feasible.

### **Area to be covered**

Some areas of Didcot already have 20mph limits on residential streets, for example, Ladygrove, Great Western Park, and odd individual streets. This proposal covers those areas of the town not covered by existing schemes.

Intuitively, there is a case for excluding non-residential streets from the scheme but, as the map shows, Broadway, Station Road and Jubilee Way have all been scenes of serious incidents.

### **Indication of support**

OCC does not ask towns/parishes to conduct surveys of residents, OCC will itself conduct a formal consultation as part of their leg of the process. What they ask for is an 'indication of community support'. Most parishes do this by individual councillors 'taking soundings' but Wantage, for example, did undertake a simple [survey](#) using Survey Monkey which automatically counts the numerical results.

In Didcot, we had all out elections for both Town and District in May, which means that we spoke to lots of people about what issues they feel are important. The May elections took place shortly after 20mph was introduced in Ladygrove and so this was a major topic of discussion. The results showed that those most closely identified with the policy increased their share of the vote, whereas those who campaigned against did badly.

There have also been extensive consultations around the [Didcot Central Corridor](#) the LCWIP.

Staff have indicated that they would not have the time or skills to analyse a comprehensive survey.

### **Motion**

**Planning & Development Committee recommends that the Council asks Oxfordshire County Council to initiate the process to replace 30mph speed limits where they currently exist with 20mph limits throughout Didcot.**

1. Dept of Transport – Relationship between speed and risk of fatal injury.  
(Sept 2010)

## Didcot Town Council

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### **Council meeting** 4<sup>th</sup> September 2023

Report author: Janet Wheeler



### **Motion 2**

Proposed by Cllr Hugh Macdonald; seconded by Cllr K Morrison

An email from a local resident

*"I am emailing you today regarding post in the local area. I have today, after only receiving post one in three weeks, been to pick up my post from the sorting office in The Broadway. I was told by the staff member that they haven't been able to get our post out as they simply don't have any staff and the whole place is a shambles.*

*The sorting office was built many years ago when I am sure Didcot was a third of the size. We seem to have untold amounts of local building happening but no doctors, no dentist, no schools and a sorting office without the capacity to cope. Surely the infrastructure of this town needs to be prioritised.*

*I have complained to the Royal Mail about them withholding my mail but maybe the Town Council can actually get something done. The mail I have outstanding, while important to me, will not cause me too many problems. However, the mail others are waiting for could be hospital appointments; mortgage offers, Inland Revenue and Social Services letters. All things that could cause lots of issues and problems.*

*Please can you look into this and see if there is anything that can be done about it."*

The Town Clerk has suggested a few options to Cllr Hugh Macdonald but perhaps members can finalise what actions they wish staff to take. Letters do take up a surprising amount of office time and need to be factored into our current workloads.

Janet Wheeler

Town Clerk