

Notice of an Extra-Ordinary Meeting of

Didcot Town Council

10th May 2021 at 7.30pm

Online at zoom.us (or via your device app)



All Members of Didcot Town Council are summoned to attend an Extra-Ordinary Meeting of the Council on Monday 10th May 2021 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.

The business to be transacted at the meeting will be:

1. To receive apologies

2. To receive declarations of interests

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

3. To receive nominations to existing Committees and to make appointments in accordance with Standing Order 105 - *report attached*

4. To receive nominations and make appointments to working groups, external bodies and organisations - *report attached*

5. To receive any amendments to the Standing Orders and Financial Regulations as recommended under Standing Order 132 – *report attached*

6. To approve and adopt the minutes of the ordinary meeting held on 1st March 2021 and to include questions on the minutes as to the progress of any item

7. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 105

(a) Planning and Development Committee

(i) To receive the minutes:

24th February 2021

17th March 2021

7th April 2021 (to be approved by Committee)

(b) Finance and General Purposes Committee

(i) To receive the minutes:

22nd February 2021

29th March 2021

- (c) Environment & Climate Committee
- (i) To receive the minutes:
15th March 2021 (to be approved by Committee)
- (d) Personnel and Administration Committee
- (i) To receive the minutes
12th April 2021 (to be approved by Committee)
- (ii) Recommendation(s) to Council
Minute 81 – to set up a working group to focus on the Council objectives; set an action plan and targets for the next two for five electoral years – *see report*
- (e) Civic Hall Management Committee
- (ii) To receive the minutes
24th March 2021 (not yet agreed by Committee)

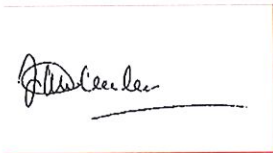
8. To receive the Mayor's report

<u>Date</u>	<u>Day</u>	<u>Event</u>
Monday	22/03/21	Virtual Annual Town Meeting
Wednesday	21/04/21	Meeting with the Mayor of Meylan and twinning reps
Thursday	22/04/21	Individual presentation of Town Award – Civic Hall
Friday	23/04/21	Individual presentation of Town Award – Civic Hall
Sunday	25/04/21	Individual presentation of Town Award – Civic Hall

DEPUTY MAYOR'S ANNOUNCEMENTS

Monday	22/03/21	Virtual Annual Town Meeting
Thursday	08/04/21	High Sheriff's Virtual Swearing-in Ceremony
Wednesday	21/04/21	Meeting with the Mayor of Meylan and twinning reps

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. To consider motions in the order in which they have been notified
None
11. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board
12. Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.



Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
4th May 2021



Extra-Ordinary meeting of Council 10th May 2021

Report author: Janet Wheeler



Appointments to Committees

Introduction

1. Standing Order 19h allows the Annual Meeting “to receive nominations to existing Committees and to make appointments in accordance with Standing Order 100 and receive nominations of Chair and Vice-Chair subject to their election at the first meeting of the Committee”. This item was deferred from the Annual Meeting this year due to the extra-ordinary confusion on whether the Town Council would be meeting in person or via zoom.
2. Chair and Vice-Chair appointments are for individual Committees to elect at their first meetings following the Annual Meeting of the Council or Mayor-making. The current Chairs and Vice Chairs were approved on a temporary basis until the Committees can meet.

Recommendation

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

Background

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

5. In total there are 21 elected members on Didcot Town Council and 33 seats on Standing Committees. The table below shows the preferences of the majority of Members. There are two new Members due to be elected on 6th May 2021.
6. Unlike District Councils, Town Councils are not under a duty to ensure each Committee is politically balanced, but that across all Standing Committees political balance is achieved.

Legal Implications

7. None

Financial Implications

8. None.

Current Standing Committee Nominations 2020-21

	Finance and General Purposes Committee 7 members	Environment and Climate Committee 7 members	Planning and Development Committee 7 members	Personnel and Administration Committee 5 members	Civic Hall Management Committee 7 members
Member 1	John Moody Labour	Denise Macdonald Labour	Anthony Dearlove Conservative	Mocky Khan Labour	Pam Siggers Labour
Member 2	Pam Siggers Labour	Axel Macdonald Labour	Denise Macdonald Labour	Axel Macdonald Labour	John Moody Labour
Member 3	Amanda Sandiford Labour	Celia Wilson Labour	Pam Siggers Labour	Victoria Haval Liberal Democrat	Marie Walsh Labour
Member 4	Phil Davies Independent	Phil Davies Independent	Marie Walsh Labour	James Durman Conservative	Melissa Mallows Independent
Member 5	Mark McNeill Independent	Tony Hudson Independent	Melissa Mallows Independent	Amanda Sandiford Labour	Paul Giesberg Liberal Democrat
Member 6	Victoria Haval Liberal Democrat	David Rouane Liberal Democrat	Paul Giesberg Liberal Democrat		James Durman Conservative
Member 7	Alan Thompson Conservative	Alan Thompson Conservative	James Durman Conservative		Mark McNeill Independent

Sub 1	Mocky Khan Labour	Amanda Sandiford Labour	John Moody Labour	John Moody Labour	Celia Wilson Labour
Sub 2	Axel Macdonald Labour	Marie Walsh Labour	Axel Macdonald Labour	Pam Siggers Labour	Denise Macdonald Labour
Sub 3	Marie Walsh Labour	Mocky Khan Labour	Amanda Sandiford Labour	Alan Thompson Conservative	Axel Macdonald Labour
Sub 4	Anthony Dearlove Conservative	James Durman Conservative	James Durman Conservative	Paul Giesberg Liberal Democrat	Alan Thompson Conservative
Sub 5	David Rouane Liberal Democrat	Paul Giesberg Liberal Democrat	David Rouane Liberal Democrat	Melissa Mallows Independent	Victoria Haval Liberal Democrat
Sub 6					
Sub 7					

Janet Wheeler
Town Clerk

Didcot Town Council

Extra Ordinary Council meeting 10th May 2021

Report author: Janet Wheeler



Appointments to working groups and external bodies and organisations

Introduction

1. This item was deferred from the Mayor-Making and Annual meeting of Council 4th May 2021
2. Standing Order 19k offers the Annual Meeting the opportunity to “receive nominations and make appointments to working groups and external bodies and organisations”.
3. Attached is a list of the current working groups and external bodies that the Town Council has representatives on.

Recommendation

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

Legal Implications

5. None

Financial Implications

6. None.

Risk Implications

7. None.

**Working Groups, Outside Bodies and Organisations 2021-2022 –
current appointments in red**

Working Group/outside body
Allotment Liaison Representatives (5) – one for each site <ol style="list-style-type: none"> 1. Broadway 2. Cockcroft 3. Mereland Road 4. New Road 5. Wantage Road
Allotment Liaison Group – Allotment Liaison Representatives (above) plus Outdoor Services Manager and new Projects and Services Officer VACANT POSITION
CCTV Management Group (Mayor or Leader plus Town Clerk)
Citizens Advice Bureau, Oxfordshire South and Vale (1) Cllr M Walsh
Didcot Arts and Community Association (1) Cllr V Haval
Didcot Chamber of Commerce (1) Cllr P Davies
Didcot North East Stakeholder Group (2) Cllr E Hards and Cllr P Giesberg
Didcot Town Fayre Working Group (5) Cllr M Khan; Cllr D Macdonald; Cllr A Macdonald; plus two vacant seats.
Didcot Garden Town Board (1 plus a substitute) Cllr M Khan and Cllr D Macdonald (sub)
Didcot Volunteer Centre (1) Cllr M Mallows
Earth Trust Local Stakeholder Group (1) Cllr A Sandiford
Fleet Meadow Community Trust – Cllr A Thompson
Hagbourne Charities (2) to act as trustees ideally for a 4 year term Cllr A Thompson and Cllr M Mallows
King Alfred Drive Community Centre (1) Cllr M Khan
Ladygrove Community Centre Management Committee (3) Cllr P Giesberg; Cllr P Davies and Cllr M Mallows

Working Group/outside body
Ladygrove Fishing Association (2) Cllr A Thompson and Cllr M Walsh
Ladygrove Lakes Working Group (3) Cllr C Wilson; Cllr P Davies and vacant seat
Oxfordshire Association of Local Councils (2) Cllr M Khan and Cllr D Macdonald
Oxfordshire Larger Local Councils biannual meeting (1 plus the Town Clerk) Cllr M Khan
Parish Transport Representative (1) Cllr A Thompson
Power Station Liaison Committee (2) Cllr A Macdonald and vacant seat
Public Art Working Group (5) Cllr E Hards; Cllr M Walsh; Cllr M Mallows; Cllr P Giesberg; vacant seat.
Sutton Courtenay Local Liaison Committee (1) Cllr A Dearlove
Traffic Advisory Group (open to all) Cllr C Wilson; Cllr A Sandiford; Cllr P Giesberg; Cllr P Siggers
Twinning Association (1) Cllr P Giesberg
UKAEA Liaison Committee (1) Cllr P Siggers
Willowbrook Vacant Space Working Group (3 plus a DTC Officer) Cllr M Mallows; Cllr V Haval and vacant seat

Extra-Ordinary meeting of Council 10th May 2021

Report author: Janet Wheeler



Review of Standing Orders and Financial regulations

Recommendation

1. The current Standing Orders and the Financial Regulations were adopted at the full Council meeting in June 2020. This adoption followed a rigorous string of working group meetings to make our Standing Orders acceptable to the auditors. The Financial Regulations were also scrutinised and a revised version recommended by the National Association of Local Councils (NALC) was also adopted in June 2020.
2. It is good practice to review the Standing Orders and the Financial Regulations annually for any adjustments that need to be made regarding Council processes and procedures.
3. Several situations have occurred which will have an impact on both documents – and at the present these situations are unresolved or unclear. The first situation is the ability to continue with remote Council and Committee meetings whilst the covid pandemic presents a clear risk to the health of Members and staff. (*As I write it has been confirmed that physical meetings must start from the 7th May 2021*). The second situation is the impact which the exit from the EU may have on the way we procure services and appoint contractors. The third situation is whether the Council decides to go contactless for the receiving of payment for as many goods and services as possible.
4. It is for these reasons that I recommend we do not make any changes to the current Standing Orders and Financial Regulations – but review them when the situations described above are resolved and clear.

Legal Implications

5. Our current Standing Orders and Financial Regulations have passed the scrutiny of both the internal and external auditor – for the first time in many years!

Financial Implications

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

Janet Wheeler
Town Clerk

Didcot Town Council

Council Meeting

Monday 1st March 2021 at 7.30pm

Online at zoom.us (or via your device app)



Minutes

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

PRESENT

Councillors:

P Davies	M Mallows
A Dearlove	M McNeill
P Giesberg	J Moody
E Hards (Mayor)	D Rouane
V Haval	A Sandiford
A Hudson	P Siggers
M Khan (Deputy Mayor)	A Thompson
A Macdonald	M Walsh
D Macdonald	C Wilson

Officers:

Janet Wheeler - Town Clerk

Five members of the public were also present.

The Mayor opened the meeting to propose the suspension of Standing Order 71 – standing to address the Chair.

77. To receive apologies

Everyone was present but Cllr D Rouane was slightly late due to attendance at an SODC meeting.

78. To receive declarations of interests

Cllr D Macdonald declared a disclosable pecuniary interest in motion one (item 00 on the agenda). Cllr A Macdonald and Cllr J Moody declared an interest in motion one due to being employed by Public Health England.

79. To receive petitions

Mr Dan Andrew spoke to support his petition - *“We the undersigned wish to propose that the Town Council approve, fund and build a mountain bike park, for all ages and abilities, to serve as a safe training space allowing riders to develop their bike skills and to encourage physical activity and time outdoors for the wider community. The electronic petition has raised over 700 signatures so far.”*

Mr Andrew spoke to support his petition to say that the nearest mountain bike park was some distance from Didcot. It was confirmed that the size of the plot needed would be around 12 acres or a minimum of 6-8 acres. It was agreed to send this to a Committee for a more in-depth consideration. Mr Andrew was asked to ascertain how many signatures were from Didcot residents.

Standing Orders were suspended to allow members of the public to speak.

Mr Phil Mousley,, Co Chair of Sustainable Didcot, introduced Mr Andy Tunstall from the Green Group UK Ltd – a sales and marketing company specialising in the promotion of renewable energy and working in partnership with IDDEA on commercial leads and Solar Streets as the marketing arm. The request was for the Town Council to support the Solar Streets programme. Several other Councils and groups had publicly supported the principles of solar roofing and other sustainable products. The scheme encourages homes in the same town to make their purchases together to achieve maximum efficiency. The company requested permission to use the Council crest on their advertising materials and to agree a quote for use on their website and other social media.

Motion two on the agenda would deal with the Council's official response to this request.

Mr Dave Reeves spoke to the reiterate the questions he had asked at the January Council meeting including the setting up of a working group in which he offered to participate and help the Council. He listed the displaced groups since the Willowbrook building had closed and his concern that the activities will have nowhere to meet once the Government finally eases lockdown.

The Mayor thanked all the speakers for their contribution to the meeting and reinstated Standing Orders.

80. To approve and adopt the minutes of the Council meeting held on 11th January 2021

The Mayor paged through the minutes of the Council meeting held on **11th January 2021** for accuracy and to allow for questions.

It was proposed by Cllr E Hards and seconded by Cllr M. Khan and **RESOLVED** to approve the minutes of the full Council meeting held on 11th January 2021. There were several amendments requested:

Cllr P Davies stated that there was an incorrect sentence on page 4 – 2 “It was also AGREED that the Town Clerk would destroy the signatures.” The Town Council did not make a resolution. This was seconded by Cllr A Dearlove. The Mayor requested that the sentence be changed to “The Mayor instructed ...” rather than “ordered”. She also directed the Councillors to the ICO website for more information on the legalities of data retention.

VOTE in favour of the change “The Mayor was instructed ...” was carried.

81. To consider recommendations of Committees to Council in accordance with Standing Orders 95 – 112

a) Planning and Development Committee

It was proposed by Cllr A Dearlove and seconded by Cllr M Mallows and RESOLVED to receive the Minutes for the meeting held on **13th January 2021**.

It was proposed by Cllr A Dearlove and seconded by Cllr M Mallows and RESOLVED to receive the Minutes for the meeting held on **3rd February 2021**.

b) Finance and General Purposes Committee

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to receive the Minutes for the meeting held on **25th January 2021**.

c) Personnel and Administration Committee

It was proposed by Cllr M Khan and seconded by Cllr A Macdonald and RESOLVED to receive the minutes for the meeting held on **1st February 2021**.

(i) Recommendation – Minute 70 Data Retention Policy - It was proposed by Cllr M Khan and seconded by Cllr A Macdonald to approve the recommendations in the Data Retention Policy. Cllr P Davies queried that the destruction of the recordings was addressed in the minutes as a contentious item but were not specifically included in the policy on page 5-28. He requested that the recordings should be kept for a period of time. Cllr M Khan summed up to say that recordings can take up a lot of space and once the final version of the minutes is agreed at Council there is no reason to keep the recordings. A recorded vote was requested which included destruction of the Council recordings:

	For	Against	Abstention
Cllr J Durman	x		
Cllr P Davies		x	
Cllr A Dearlove	X		
Cllr P Giesberg		x	
Cllr E Hards	X		

Cllr V Haval	X		
Cllr A Hudson	x		
Cllr M Khan	X		
Cllr A Macdonald	X		
Cllr D Macdonald	X		
Cllr M Mallows	x		
Cllr M McNeill	X		
Cllr J Moody	X		
Cllr D Rouane		x	
Cllr A Sandiford	x		
Cllr P Siggers	X		
Cllr A Thompson			x
Cllr M Walsh	X		
Cllr C Wilson	X		

The recommendation was RESOLVED.

(ii) Recommendation – Minute 71 Council meeting dates 2021 - 2022 - It was proposed by Cllr M Khan and seconded by Cllr A Macdonald to approve the recommendation. Cllr M Khan explained the difficulty facing the Council this year regarding virtual meeting currently due to be lifted by 7th May 2021 and the by - election where the results (two Town Council seats) may not be confirmed until the weekend after Polling Day. It was proposed to have the Mayor-Making on 4th May 2021 using the right to hold a virtual meeting and then a second meeting on Monday 10th May 2021 to consider the political balance of the Committees after the election results are known.

Cllr P Davies agreed with the dates but did not agree with the election of Leader and Deputy Leader and Committee Chairs on 4th May.

Cllr P Davies requested a recorded vote:

	For	Against	Abstention
Cllr J Durman			x
Cllr P Davies		x	
Cllr A Dearlove	X		
Cllr P Giesberg	x		

Cllr E Hards	X		
Cllr V Haval	X		
Cllr A Hudson	x		
Cllr M Khan	X		
Cllr A Macdonald	X		
Cllr D Macdonald	X		
Cllr M Mallows	x		
Cllr M McNeill	X		
Cllr J Moody	X		
Cllr D Rouane	X		
Cllr A Sandiford	x		
Cllr P Siggers	X		
Cllr A Thompson	X		
Cllr M Walsh	X		
Cllr C Wilson	X		

The recommendation was RESOLVED.

(iii) Recommendation – Minute 72 Terms of reference for new Property and Facilities Committee - It was proposed by Cllr M Khan and seconded by Cllr P Siggers and RESOLVED to approve the terms of reference for this new standing committee.

d) Environment and Climate Committee

It was proposed by Cllr D Macdonald and seconded by Cllr A Macdonald and RESOLVED to receive the minutes from the meeting held on **18th January 2021**.

(i) Recommendation – Minute 83 Adoption of Green Strategy - It was proposed by Cllr C Wilson and seconded by Cllr D Macdonald and RESOLVED to adopt this strategy as a starting point and as a channel for Councillors to forward their ideas.

(ii) Recommendation – Minute 89 – purchase of electrical hand tools – It was proposed by Cllr D Macdonald and seconded by Cllr A Macdonald to commit to the purchase of at least one electrical grounds maintenance tool subject to satisfactory demonstration.

e) Civic Hall Management Committee

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to receive the minutes of the meeting held on **27th January 2021**.

(i) Recommendation – Minute 63 Confirmation of write offs – This list had also been approved by the Finance and General Purposes Committee at their meeting on 22nd February 2021. It was proposed by Cllr P Siggers and seconded by Cllr J Moody and RESOLVED to approve the write-off of sums unlikely to be recovered.

82. To receive the Mayor's Report

The Mayor's report was noted by the Council.

83. To approve the election of the Mayor-designate for 2021 – 2022 civic year

It was proposed by Cllr A Macdonald and seconded by Cllr E Hards and RESOLVED to appoint Cllr M Khan as the Mayor-designate for the 2021 – 2022 civic year. The Mayor congratulated Cllr M Khan.

84. To consider delegating the potential membership of the Oxford Green Tech organisation to the Finance and General Purposes Committee

It was RESOLVED to send this item to the Environment and Climate Committee and then ratify the decision at the Finance and General Purposes Committee. Cllr P Davies proposed an amendment, seconded by Cllr D Rouane, to send this to the Environment and Climate Committee first. This was AGREED and voted accordingly.

85. 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.

There were no communications for this meeting.

86. To consider motions in the order in which they have been notified:

Two motions were received.

Motion One was proposed by Cllr M Walsh and seconded by Cllr A Sandiford:

Coronavirus Test, Trace, Isolate and Support

"In the interests of local residents, Didcot Town Council has given full support to the Covid-19 response, including by providing use of the Civic Hall for testing and vaccinating.

Didcot Town Council expresses concern that, so far into the COVID-19 pandemic, the country still does not have an adequate 'test, trace and isolate system', and that this puts the people of Didcot at increased risk of suffering from Coronavirus.

'Test, trace, isolate and support' has been proven in countries with a properly functioning system to be a successful strategy to manage and contain COVID-19 outbreaks.

Numerous experts have repeated that, to be effective, testing and tracing needs to be managed and carried out at a local level. However, instead of funding local bodies – which have the expertise, experience and vital local connections – this Government has squandered billions of pounds of public money on private companies (though the system has still been misleadingly named 'NHS' Test & Trace).

This poor performance has contributed to the on-going failure to contain COVID-19 outbreaks. The lack of integration with local authorities prevents the timely offering of financial and practical support. In addition the lack of integration into normal local NHS services hinders the ability of GPs to contact positive cases with crucial and timely medical advice. These failures combined are contributing to the proportionately high loss of life in the UK when compared to the majority of countries of the world.

In late recognition that its tracing performance could not improve without local participation, NHS Test and Trace have in recent months passed to local authorities the names of people with positive tests who they failed to reach. In short, they are getting local authorities to clean up their mess.

This Council believes the only way to fully rectify the situation is for full control to be passed to local authorities, with the necessary funding to do the job properly, with national input providing any support necessary to ensure effective co-ordination.

We believe a local scheme will:

- Improve traceability*
- Enable increased and targeted testing, including asymptomatic testing*
- Be better integrated into existing Council COVID support services*
- Be a more cost-effective solution*
- Achieve greater community engagement*
- Better allow for the engagement of local volunteers*

Pressure is building on the Government both to use local authorities more and to cease contracting out 'NHS' Test and Trace' to private companies. This Council agrees to add its voice to those challenging the current, failed system by asking the Leader to:

- Call on Oxford County Council Director of Public Health, Ansaf Azhar, and the leader of the County Council, Cllr Ian Hudspeth, to support the proposal that full control for the test, trace and isolate system is passed to local authorities along with the full resources necessary to implement it.*

- *Write to our MP asking him for his support.”*

There was a discussion on whether this motion contravened standing order 44 but it was argued that the Town Council could look at motions that affected the well-being of the people of Didcot.

Some Councillors felt that this was beyond the remit of the Town Council and that the Council did not enough information to claim that this was a failed system. There was also a question of timing and whether this was the best time to call for this. A recorded vote was requested:

	For	Against	Abstention
Cllr J Durman		x	
Cllr P Davies			x
Cllr A Dearlove		x	
Cllr P Giesberg	x		
Cllr E Hards	X		
Cllr V Haval	X		
Cllr A Hudson	x		
Cllr M Khan			x
Cllr A Macdonald	-		
Cllr D Macdonald	X		
Cllr M Mallows	x		
Cllr M McNeill	X		
Cllr J Moody	-		
Cllr D Rouane	X		
Cllr A Sandiford	x		
Cllr P Siggers	X		
Cllr A Thompson			x
Cllr M Walsh	X		
Cllr C Wilson	X		

The motion was up-held.

The Council voted to extend the meeting for an additional thirty minutes.

Motion Two was proposed by Cllr C Wilson and seconded by Cllr A Macdonald:

Supporting Solar Streets.

“Didcot Town Council resolves to support the Solar Streets Scheme and to consider any other suitable initiatives to combat Climate Emergency. ”

The Councillors spoke to their motion to state that this was an opportunity for the Didcot Town Council to support initiatives which help combat climate change. Public bodies can support rather than endorse. There was concern that the wording of the motion did not include use of the Didcot Town Council town crest. Cllr P Davies proposed amending the motion to state “Supported by Didcot Town Council”. It was clarified that Sustainable Didcot does not financially benefit from this initiative. This amendment was accepted.

The motion was carried.

87. Didcot Garden Town Project and the report of the Council’s representative on the Didcot Garden Town Management Board

Cllr M Khan stated that a written up-date was attached to the agenda.

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

Q: *“Can the Leader give an up-date as to the progress with Willowbrook?”* (Cllr M Walsh)

A: The Leader clarified that there has been over sixteen expressions of interest. There is also a public consultation that will be launched around the time of the Annual Town Meeting.

Q: *“How are the vaccines going at the Civic Hall?”* (Cllr D Macdonald)

A: The Leader said that it is going well – the doctors and volunteers are like a well-oiled machine. Every full day session sees over 800 people vaccinated.

Q: *“How much is the by-election of the Ladygrove seats costing the Council?”*

A: The Leader did not have the actual costs.

89. EXCLUSION OF THE PRESS AND PUBLIC

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

90. To note the revised procedures to facilitate Operation London Bridge during the pandemic

The confidential documents were noted by the Councillors and suggestions for consistency and improvement expressed to the Town Clerk.

The meeting closed at 10.04pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 24th February 2021



PRESENT:

Councillors:

A Dearlove (Committee Chair)

D Macdonald

P Siggers

M Walsh

J Durman

P Giesberg

Officers: J Wheeler (Town Clerk)
C Lordan (Events and Communications Officer)

Minutes: C Lordan

Guest speaker: V Angell (TFA Executive Chairman)

189. To receive presentation regarding application P21/S0274/FUL

The Committee noted a presentation given by Vic Angell, Executive Chairman of TFA regarding application P21/S0274/FUL.

Councillor A Dearlove proposed, Councillor P Giesberg seconded, and it was **RESOLVED** to bring this application to the top of the applications list to discuss first.

190. To receive apologies.

No apologies received from Councillor Mallows.

191. To receive declarations of interest.

Councillor D Macdonald declared an interest in application P21/S0150/HH and would therefore abstain from voting on this application.

192. To approve the draft minutes of the meeting held via Zoom on 3rd February 2021.

Councillor Durman requested that the minutes to show that he was present at the meeting.

Councillor Walsh requested that the header was amended to show the correct date and that the word 'draft' was removed.

Councillor A Dearlove proposed, Councillor D Macdonald seconded, and it was **RESOLVED** to approve the minutes as a true and accurate record of the meeting.

193. Questions on the minutes as to the progress of any item (progress report).

No member raised any questions as to the progress of any item.

194. To note the response from Persimmon Homes regarding tree works at Shinmoor Close.

The Committee noted the response from Persimmon Homes.

195. To consider as listed: Planning Applications.

Proposals for Comment

a)	Application	P21/S0274/FUL	Land at Former Didcot A Power Station Milton Road Didcot
	Proposal	Hybrid planning application consisting of a) Full Planning Application for the erection of a single storey 8,692 m2 Data Centre building (containing data halls, associated electrical and AHU Plant Rooms, loading bay, maintenance and storage space, office administration areas and screened plant at roof level), emergency generators and emission stacks, diesel tanks and filling area, electrical switch room, a water sprinkler pump room and storage tanks, a gate house / security building, MV substation, site access, internal access roads, drainage infrastructure, hard and soft landscaping, and b) Outline Planning Application for the erection of a two storey 20,800m2 Data Centre building (containing data halls, associated electrical and AHU Plant Rooms, loading bay, maintenance and storage space, office administration areas and screened plant at roof level), emergency generators and emission stacks, diesel tanks and filling area, electrical switch room, a water sprinkler pump room and storage tanks; details of appearance will be reserved, along with hard landscaping immediately around the building.	
	Response date	1st March 2021 (Extended from 25th February 2021)	
	Agreed response	<p>The Council's Planning and Development Committee commented that they would encourage the development to be as green and energy efficient as possible and to implement all measures possible to reduce energy usage and its impact on the local environment.</p> <p>The Committee believe that the use of solar panels on the roofs (or where possible) should be a must and measures to reuse or regenerate the heat produced from the buildings in an environmentally friendly way should be explored.</p> <p>Councillor A Dearlove proposed and Councillor P Siggers seconded and it was RESOLVED to submit NO OBJECTION to this application.</p>	
b)	Application	P21/S0195/HH	66 Newlands Avenue Didcot OX11 8PY
	Proposal	Two story side and single-story rear extension	
	Response date	1st March 2021 (Extended from 19th February 2021)	
	Agreed response	Councillor A Dearlove proposed and Councillor P Siggers seconded and it was RESOLVED to submit NO OBJECTION to this application.	

c)	Application	P21/S0252/FUL	Barclays Bank Plc 125 Broadway Didcot OX11 8AW
	Proposal	Removal of the existing signage letter and projecting Barclay's Signage and infill of the existing ATM with materials to match existing.	
	Response date	24 th February 2021 (Extension requested).	
	Agreed response	Councillor A Dearlove proposed and Councillor D Macdonald seconded, and it was RESOLVED to submit NO OBJECTION to this application.	
d)	Application	P21/S0220/HH	20 Sinodun Road DIDCOT Oxon OX11 8HN
	Proposal (as amended)	Two storey side, rear and front extensions, (amended 12.02.2021 (amendment No. 1)).	
	Response date	1 st March 2021 (Extended from 24 th February 2021)	
	Agreed response	Councillor P Giesberg proposed and Councillor P Siggers seconded and it was RESOLVED to submit NO OBJECTION to this application.	
e)	Application	P21/S0276/HH	4 Lune Close Didcot OX11 7QJ
	Proposal	Proposed single storey rear extension and loft conversion with rear dormer.	
	Response date	1 st March 2021 (Extended from 24 th February 2021)	
	Agreed response	Councillor A Dearlove proposed and Councillor M Walsh seconded, and it was RESOLVED to submit NO OBJECTION to this application.	
f)	Application	P21/S0223/HH	12 Colne Drive Didcot OX11 7SG
	Proposal	Single storey extension to front of property to create lobby/porch	
	Response date	1 st March 2021 (Extended from 25 th February 2021)	
	Agreed response	Councillor P Siggers proposed and Councillor D Macdonald seconded, and it was RESOLVED to submit NO OBJECTION to this application.	

g)	Application	P21/S0297/HH	47 Hagbourne Road Didcot OX11 8DP
	Proposal	<p>1. Demolition of existing conservatory and single storey utility room extension.</p> <p>2. Construction of two storey and single storey extensions.</p>	
	Response date	1 st March 2021 (Extended from 25 th February 2021)	
	Agreed response	<p>The Council's Planning and Development Committee were concerned that a neighbour had raised concerns regarding the possible loss of light due to this extension and would request that the relevant officers look into this matter prior to approval.</p> <p>Councillor D Macdonald proposed, Councillor P Siggers seconded, and it was RESOLVED to submit NO OBJECTION to this application.</p>	
h)	Application	P21/S0301/HH	27 Longford Way Didcot OX11 7TN
	Agreed proposal	Garage conversion to habitable space, internal alterations, and single storey rear extension.	
	Response date	27 th February 2021	
	Agreed response	Councillor A Dearlove proposed and Councillor P Siggers seconded and it was RESOLVED to submit NO OBJECTION to this application.	
i)	Application	P21/S0296/FUL	Didcot Hospital Wantage Road Didcot OX11 0AG
	Agreed proposal	Continued use of temporary modular building.	
	Response date	27 th February 2021	
	Agreed response	Councillor P Siggers proposed and Councillor J Durman seconded, and it was RESOLVED to submit NO OBJECTION to this application.	

j)	Application	P21/S0150/HH	27 Campion Hall Drive Didcot OX11 9RL
	Agreed proposal	Erection of 2-metre-high fence on boundary	
	Response date	4 th March 2021	
	Agreed response	<p>The Committee were concerned that this would negatively impact the street scene and would be out of character with the area as the rest of the street have hedges/grass verges, which would be removed from this property.</p> <p>The Committee expressed concerns over the height of the fence and were concerned whether the land in question belongs to the applicant or not.</p> <p>Councillor J Durman proposed and Councillor M Walsh seconded, and it was RESOLVED to OBJECT to this application.</p>	
k)	Application	P21/S0414/HH	5 Lydalls Close Didcot OX11 7LD
	Agreed proposal	Single and two storey extensions to existing bungalow.	
	Response date	5 th March 2021	
	Agreed response	Councillor P Siggers proposed and Councillor D Macdonald seconded, and it was RESOLVED to submit NO OBJECTION to this application.	
l)	Application	P20/S4036/FUL	5 Lostock Place Didcot OX11 7XT
	Agreed proposal	Change of use from A1 Retail (Boots the Chemist) to Suis Generis (Beauty Salon)	
	Response date	5 th March 2021	
	Agreed response	<p>The Committee were concerned that this would result in the loss of A1 retail space which they feel would be required should another pharmacy wish to take up the vacant space.</p> <p>Councillor P Siggers proposed and Councillor M Walsh seconded, and it was RESOLVED to OBJECT to this application.</p>	
m)	Application	P21/S0395/A	5 Lostock Place Didcot OX11 7XT
	Agreed proposal	Fascia board and window graphics	
	Response date	5 th March 2021	
	Agreed response	Councillor D Macdonald proposed and Councillor P Siggers seconded, and it was RESOLVED to submit NO OBJECTION to this application.	

n)	Application	P21/S0224/HH	8 Windrush Mews Didcot OX11 7SE
	Agreed proposal	The erection of a wooden shed (w-5ft, l-7ft, h-7ft) at the front of the property.	
	Response date	6 th March 2021	
	Agreed response	<p>The Committee were concerned that this has a negative visual impact viewable from a main road (A4130) and possibly sets a precedent for people in the area to put sheds in their front garden.</p> <p>Councillor A Dearlove proposed and Councillor P Siggers seconded, and it was RESOLVED to OBJECT to this application.</p> <p>Councillor M Walsh voted against this decision.</p>	
o)	Application	P21/V0303/FUL	Didcot Extra Care Greenwood Way Didcot OX11 6GD
	Agreed proposal	Development of 80 No. Extra Care apartments comprising of: 70 No.1-bedroom apartments and 10 No.2-bedrooms apartments, communal support facilities, gardens and parking.	
	Response date	9 th March 2021	
	Agreed response	Councillor A Dearlove proposed and Councillor D Macdonald seconded, and it was RESOLVED to submit NO OBJECTION to this application.	
p)	Application	P20/S4251/O	SC Car Sales Wantage Road DIDCOT Oxon OX11 0BS
	Agreed proposal (as amended)	Outline application for demolition of garage and residential development with all matters reserved including the number of units. (Development description amended 12 February 2021). (Amendment number 1).	
	Response date	5 th March 2021	
	Agreed response	<p>Continual of original objection which can be viewed here: https://data.southoxon.gov.uk/ccm/support/dynamic_serve.jsp?ID=1417904435&CODE=40A35949F29DA00F22139617CEF261DE.</p> <p>Councillor D Macdonald proposed and Councillor P Siggers seconded, and it was RESOLVED to OBJECT to this application.</p>	

q)	Application	OCC LTCP	Local Transport and Connectivity Plan - vision consultation
	Agreed proposal	<p>The Local Transport and Connectivity Plan (LTCP) is our long-term countywide transport strategy. The plan also takes into account our strategy for digital infrastructure and for connecting the whole county.</p> <p>A second consultation planned for later 2021 will cover the development of the full LTCP including an updated vision and themes.</p>	
	Response date	29 th March 2021	
	Agreed response	Councillor A Dearlove proposed and Councillor D Macdonald seconded, and it was RESOLVED to defer this application until 17 th March 2021.	

196. APPLICATIONS FOR CERTIFICATES OF LAWFUL DEVELOPMENT AND INFORMATION ONLY.

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

A)	Application	P21/S0425/LDP	16 Robin Way Didcot OX11 6BW
	Proposal	Construction of single storey rear extension.	

197. PLANNING APPEALS

The Committee noted no planning appeals had been submitted.

198. APPLICATIONS APPROVED

The Committee noted the below listed granted permissions.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objection	P20/S4714/HH	Demolition of existing conservatory and construction of two storey back extension to existing private dwelling. 78 Rawthey Avenue Didcot OX11 7XW
No objection	P20/S4731/HH	Single storey rear extension to replace existing conservatory and extension to existing garage. 10 Old Bourne Didcot OX11 7XJ
Didcot Town Council expects that the impact on the visibility splay for vehicles using this junction from all directions is duly considered.	P20/S1824/HH	Erect a fence on top of existing brick, in order to create a private garden on our property. 24 East Street Didcot OX11 8EJ
No objection	P20/S4773/HH	Single and two storey rear extensions 5 Slade Road Didcot OX11 7AR
No objection	P20/S4820/HH	Single storey extensions to side and rear. 40 Edinburgh Drive Didcot OX11 7HT

199. APPLICATIONS REFUSED

The Committee noted no applications had been refused.

200. APPLICATIONS WITHDRAWN

The Committee noted the below listed applications which had been withdrawn.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
None.	P20/S4793/LDP	Location: 42 Mereland Road Didcot OX11 8AY Proposal: Conversion of garage into office and storage area.

201. APPLICATIONS REFERRED

The Committee noted no applications had been referred.

The meeting closed at 9.20pm

Signed _____

Date _____

Didcot Town Council

Minutes of the

Planning and Development Committee
Wednesday 17th March 2021
Zoom



PRESENT:

Councillors:

A Dearlove (Committee Chair)
D Macdonald (Deputy Chair)
P Siggers
M Walsh
M Mallows
P Giesberg

Officers:

J Wheeler (Town Clerk)
L Blake (Planning & Environment Officer [minutes])
C Lordan (Events and Communications Officer)

Dr Nick Hards – member of the public.

Dr Hards addressed the Committee regarding application P21/S0693/FUL, the erection of two pairs of semi-detached dwellings with access, parking, and amenity space, 186 Abingdon Road, OX11 9BP and his objection to the application.

202. To receive apologies.

No member tendered their apologies for the meeting. No apology received for Councillor J Durman.

203. To receive declarations of interest.

No declarations were made.

204. To approve the draft minutes of the meeting held via Zoom on 24th February 2021.

It was proposed by Cllr Dearlove, seconded by Cllr Walsh, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting and note it as such.

All members agreed.

205. Questions on the minutes as to the progress of any item (progress report).

Cllr M Mallows requested an update on the Valley Park development. Cllr Dearlove explained that at the meeting of the Vale of White Horse Planning Committee, it had been agreed by the Councillors and Developers to defer the decision, while Officers and Developers would again make contact with the OCCG about the lack of medical facilities in the plans. It was also requested that OCC Highways look again at the roundabout proposed between Didcot and Harwell with the purpose of improving cycling and pedestrian connectivity.

206. To note the conversions of office building to 19 new flats and erection of 3 new residential dwellings to be known as: Flat 1 – 20 (Cons Excl. 13) Chelem House, 26 Church Street and 26A, 26B and 26C Church Street, DIDCOT OX11 8DQ

The Committee noted the conversion of office building into flats and the numbering of the dwellings.

207. To note the erection of 2 new residential flats to be known as: 87A and 87B Sinodun Road, DIDCOT OX11 8HH

The Committee noted the erection of the 2 residential flats to be known as 87A and 87B Sinodun Road, Didcot, OX11 8HH.

208. To note that 3-3A Glebe Road is to be separated into two individual maisonette addresses: 3 and 3A Glebe Road, DIDCOT OX11 8PL

The Committee noted the separation of this property.

It was proposed by Cllr Dearlove, seconded by Cllr D Macdonald, and **RESOLVED** to change the order of business and bring application P21/S0693/FUL to the top of the applications list.

209. To comment on licence application LAPREM/13454/21

a)	Application	LAPREM/13454/21	88 Broadway, Didcot, OXON, OX11 8AB
	Proposal	Premises licence application for Caprinos Pizza on Broadway, Didcot.	
	Response date	25 th March 2021.	
	Agreed response	It was proposed by Councillor A Dearlove, seconded by Councillor D Macdonald, and RESOLVED to submit no objections . All members agreed.	

210. To consider as listed: Planning Applications.

Proposals for Comment

a)	Application	P21/S0693/FUL	186 Abingdon Road, Didcot, OX11 9BP
	Proposal	Erection of two pairs of semi-detached dwellings with access, parking, and amenity space.	
	Response date	27 th March 2021	
	Agreed response	<p>It was proposed by Councillor P Siggers, seconded by Councillor M Walsh, and RESOLVED to object to the application for the following reasons. All members agreed.</p> <p>The Council's Planning and Development Committee considered the size of the site and the potential over development of it. They were concerned that it is not big enough for 4 dwellings and will not provide adequate, usable amenity space, particularly on the east side, rendering the site unneighbourly.</p> <p>Although the site is not listed in any listed flood zones the Town Council has local knowledge of previous flooding on this site, and as the houses on the west are at the front, this could be an issue for those properties.</p> <p>The potential over development of the site could cause lack of light to the new properties.</p> <p>The Committee were also concerned over the shrubs and trees already on the site, that they may become under threat, especially those to the north, which will need to be retained because of the proximity of the site to the area of outstanding, natural beauty.</p>	
b)	Application	P21/S0474/HH	20 Raven Road, Didcot, OX11 6DT

	Proposal	Single storey lean-to-filled roof extension to rear of property occupying full width of house, up to the boundary. Extension will span between owner's & neighbour's garage to provide additional living space. Two rooflights in roof. Large bifold doors to rear. Brick & tile to match original	
	Response date	22 nd March (Extended from 12 th March 2021)	
	Agreed response	Councillor A Dearlove proposed, Councillor P Siggers seconded, and it was RESOLVED to submit no objections . All member agreed.	
c)	Application	<u>P21/S0421/FUL</u>	16 Church Street, Didcot, OXON OX11 8DQ
	Proposal	Amendment to passed application O17/S1419/FUL (29 th June 2017) to increase sustainability. By repositioning on site, floor layout, solar gain to swelling and amenity.	
	Response date	22 nd March 2021 (Extended from 13 th March 2021)	
	Agreed response	Councillor D Macdonald proposed, Councillor P Siggers seconded, and it was RESOLVED to submit no objections . All members agreed.	
d)	Application	<u>P21/S0025/HH</u>	4A Fairacres Road, Didcot, OXON, OX11 8QE
	Proposal	Single storey rear extension. (As clarified by Parking and Amenity space plan received 25 February 2021) (Corrected Location plan received 1 March 2021) (Amendment no.1)	
	Response date	18 th March (Extended from 11 th March 2021)	
	Agreed response	Councillor M Walsh proposed, Councillor A Dearlove seconded, and it was RESOLVED to submit no objections . All members agreed.	
e)	Application	<u>P21/S0023/HH</u>	56 Cronshaw Close, Didcot, OXON OX11 7JX
	Proposal	First floor side extension over existing garage footprint. Increase existing single storey rear extension width, same depth as existing. Use rear of existing garage area for utility and GF cloak. (Amendment no.1)	
	Response date	18 th March 2021 (Extended from 12 th March 2021)	
	Agreed response	Councillor P Siggers proposed, Councillor P Giesberg seconded, and it was RESOLVED to submit no objections . All members agreed.	
f)	Application	<u>P21/S0039/FUL</u>	Unit 1C Market Place, Didcot, OXON OX11 7LE
	Proposal	Change of use from retail offices (class E) to hot food takeaway services (sui generis) (as amplified by additional information received 4 March 2021.) (Amendment no.1)	
	Response date	22 nd March 2021 (Extended from 18 th March 2021)	

	Agreed response	<p>It was proposed by Cllr P Giesberg and seconded by Cllr P Siggers and RESOLVED to submit no objection, but support conditions set out by Environment Protection Team. All members agreed.</p> <p>Conditions from Environmental Protection Team:</p> <p>"The potential impacts from A5 use vary hugely, depending on the nature of the use undertaken. Occupants of other premises in the vicinity will need to be protected from the impact (in particular odour and noise) of such use. It is not possible to specify what sort of odour or noise control may be necessary at this stage as the proposed use is too generic. I therefore propose the following condition The permitted use shall not commence until a detailed scheme of extract ventilation including odour and noise control measures has been approved in writing by the planning authority and such a scheme has been implemented in full."</p>	
g)	Application	<u>P21/S0708/HH</u>	3 Calder Way, Didcot, OXON OX11 7QG
	Proposal	Proposed ground and first floor side and rear extension	
	Response date	26 th March 2021	
	Agreed response	Councillor A Dearlove proposed, Councillor P Siggers seconded, and it was RESOLVED to submit no objections . All members agreed.	
h)	Application	<u>P21/S0735/FUL</u>	Land at former Didcot A Power Station, Purchas Road, Didcot
	Proposal	Removal of below ground foul water pumping station and associated power, telecoms, and drainage infrastructure.	
	Response date	26 th March 2021	
	Agreed response	Councillor D Macdonald proposed, Councillor A Dearlove seconded, and it was RESOLVED to submit no object to this application. All members agreed.	
i)	Appllcation	<u>OCC LTCP</u>	Local Transport and Connectivity Plan – vision consultation
	Amended proposal	<p>The Local Transport and Connectivity Plan (LTCP) is our long-term countywide transport strategy. The plan also takes into account our strategy for digital infrastructure and for connecting the whole county.</p> <p>A second consultation planned for later 2021 will cover the development of the full LTCP including an updated vision and themes.</p>	
	Response date	29 th March 2021	

Agreed response	<p>Councillor A Dearlove proposed, Councillor M Walsh seconded, and it was RESOLVED to submit the following comments (all members agreed):</p> <p>The Committee wanted OCC to ensure that e-charging points for electric cars are fuelled by green electricity to contribute to a reduction in the county's carbon footprint, to ensure that the chemical components for car batteries are responsibly sourced. In particular, the reliance of current battery technology on Cobalt is highly problematic as almost 75% of the world's supply of Cobalt is sourced from the DRC (Democratic Republic of Congo) giving rise to well documented concerns about human rights abuses including the use of child labour and to reduce the need to travel. This challenge will need to be addressed at planning to create neighbourhoods where people can reach work, shops, services, and leisure amenities within walking or cycling distance.</p>
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211. APPLICATIONS FOR CERTIFICATES OF LAWFUL DEVELOPMENT AND INFORMATION ONLY.

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

A)	Application	P21/S0616/PDH	37 Bluebell Lane, Didcot, OX11 6GT
	Proposal	Single storey rear extension with a flat roof. Depth 4.00m Height 2.75m Height to eaves 2.75m	
B)	Application	P21/S0694/LDP	55 Meadow Way, Didcot, OX11 0AX
	Proposal	Rear single storey extension and loft conversion with roof lights to front, obscured window to side on landing and flat roof dormer to rear	

212. PLANNING APPEALS

The Committee noted the planning appeals.

A)	Appeal reference	APP/Q3115/W/20/3255846	
	Application	<u>P19/S2502/O</u>	Land east of Sandringham Road, Didcot
	Proposal	The development proposed is the development of up to 325 dwellings, open space, vehicular and pedestrian accesses, landscaping, drainage measures and all other associated works including the demolition of 11-55 Mansfield Gardens.	
	Planning Outcome	The appeal is dismissed, and planning permission is refused.	
B)	Representations by		
	Appeal reference	APP/Q3115/W/20/3262212	
	Application	<u>P20/S2483/FUL</u>	12 Norreys Close, Didcot, OX11 0AS
	Proposal	The development proposed is the construction of a new two-bedroom house.	
	Planning Outcome	The appeal is dismissed.	
	Representations by		

213. APPLICATIONS APPROVED

The Committee noted the below listed approvals.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	<u>P20/S4849/HH</u>	Single storey rear extension to replace existing conservatory. 4 Doe Lea, Didcot, OX11 7YQ
No objections	<u>P20/S4721/HH</u>	Extension to front of garage, conversion of garage, and conservatory to front elevation.

		17 Churchill Close, Didcot, OX11 7BX
No objections	<u>P20/S4560/HH</u>	Proposed two storey & single storey rear extension including front porch extension (as amended by drwng no. s 10 20 148 Rev B and 10 20 148-1 Rev B to reduce height of single storey rear elements received on 22 January 2021). 72 Norreys Road, Didcot, OX11 0AN
No objections	<u>P21/S0026/HH</u>	Rear single storey extension. 128 Lydalls Road, Didcot, OX11 7EA
No objections	<u>P21/S0051/HH</u>	Single storey extension first floor over existing garage with small overhang to increase floor area. (Parking plan received 19 February 2021) 47 Wheatfields, Didcot, OX11 0BQ
No objections	<u>P21/S0088/HH</u>	Single storey side and rear extension. 43 Edwin Road, Didcot, OX11 8LQ
No objections with comments: The Council is concerned that the proposed development, if approved, would significantly change the street scene, which is characterised by three identical pairs of houses. The Committee was also concerned about the need to remove a telegraph pole with streetlight affixed to enable access to the proposed parking area for one of the properties.	<u>P20/S4460/FUL</u>	Demolition of existing single storey side element of the dwelling house and detached garage and erection of a part two storey and part single storey rear extension to the existing house and erection of a new two storey dwelling house. 97 Sinodun Road, Didcot, OX11 8HH
No objections	<u>P21/S0201/HH</u>	Erection of a single storey rear extension. 77 Dart Drive, Didcot, OX11 7XS

No objections	<u>P21/S0195/HH</u>	Two storey side and single-storey rear extension. 66 Newlands Avenue, Didcot, OX11 8PY
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214. APPLICATIONS REFUSED

The Committee noted no applications had been refused.

215. APPLICATIONS WITHDRAWN

The Committee noted no applications had been withdrawn.

216. APPLICATIONS REFERRED

The Committee noted no applications had been referred.

The meeting closed at 9pm.

Signed:

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee
Wednesday 7th April 2021
Zoom



PRESENT:

Councillors:

A Dearlove (Committee Chair)
D Macdonald (Deputy Chair)
P Siggers
M Walsh
M Mallows
P Giesberg

Officers:

J Wheeler (Town Clerk)
L Blake (Planning & Environment Officer [minutes])
C Lordan (Events and Communications Officer)

Cllr P Davies (non-Committee member)
Cllr V Haval (non-Committee member)

2 members of the public.

Public Participation

The Chairman suspended standing orders in order to hear from those wishing to address the Committee.

1. Councillor P Davies addressed the Committee regarding agenda item 5 and planning proposal P19/S0257/FUL, for the development of 25 apartments, replacement car parking spaces and new sports pitches at land at Didcot Town Football Club.
 - Item 5. To note the erection of 57 new residential dwellings to be street named and numbered.
Councillor P Davies requested that consideration be made in future to name interlinking foot and cycle ways.
Cllr A Dearlove explained this item was on the agenda for noting but the suggestion was something he supports. He suggested that the Committee could liaise with future Developers on this idea. This will be added to a future agenda.
 - Item 7d. Application P19/S0257/FUL.

Councillor P Davies expressed concern over the permanent resurfacing over recreational land on the site. The site did have a covenant restriction on it which had previously been lifted for the construction of the Medical Facility. Previous requirement for the site stated 70 car park spaces were to be kept for the use of Willowbrook users. Using the space for the suggested overflow car park, would be permanently removing recreational land which could be used as future training pitches. He asked the Committee to object to this application due to the issues with parking and taking up valuable recreational land.

Cllr A Dearlove explained that the change to the application will be discussed later in the agenda but the Committee would need to refrain from adding any new material to their comments and stick to the material related to the current change.

2. Councillor V Haval addressed the Committee as Ward Councillor, regarding planning proposal P19/S0257/FUL, for the development of 25 apartments, replacement car parking spaces and new sports pitches at land at Didcot Town Football Club.

She explained residents have registered their comments and objections to this application on the SODC website. She referred to the Local Plan 2035, which has been adopted, and comments made by the Inspector of the Local Plan. Although the application refers to an 'infill' where there is no upper limit, the size of the infill is large and, in her opinion, falls within the category of a major housing development. Didcot was given the Didcot Garden Town status in 2015 and at that time, the location in the application on the master plan, was designated for 'leisure'.

Earlier submissions of the application included green spaces and trees which are owned by South Oxfordshire District Council and not owned by the applicant. This has since been taken out of the current design; however, the size of the development has not been reduced, which raised the question, is there sufficient green amenity space for the residents of the 25 flats?

The design of the development would, in her opinion, change the character and appearance of the area. Oak Tree Health Centre is a two-storey building and the Football Club and Willowbrook and single storey.

Councillor Haval explained that the proposed four-storey build with its modern style, cement render, and flat roof, was a style better suited for a Town Centre development, as opposed to a housing estate. The Willowbrook Leisure would be left with 11 car park spaces, as opposed to the current 48. When football matches resume, sometimes they attract large amounts of visitors which could cause conflict with residents (on street parking).

The Oak Tree Health Centre has consulting rooms running parallel to the proposed development.

Councillor V Haval asked the Committee to object to the application due to the issues she had raised.

Councillor A Dearlove thanked her and explained the application has been live for 2 years and the Town Council's Planning and Development Committee had objected on two prior occasions, but the application would be discussed later in the agenda.

The Committee returned to standing orders.

217. To receive apologies.

No member tendered their apologies for the meeting. No apology received for Councillor J Durman.

218. To receive declarations of interest.

Cllr A Dearlove wanted to note at application P19/S0257/FUL, for the development of 25 apartments, replacement car parking spaces and new sports pitches at land at Didcot Town Football Club, a colleague of his had brought a house adjacent to the Football Club. Councillor A Dearlove explained he would have no pecuniary interest and as this was a reoccurring application, it would not affect him being able to take part and vote in the meeting.

No other declarations were made.

219. To approve the draft minutes of the meeting held via Zoom on 17th March 2021.

It was proposed by Cllr A Dearlove to amend the following:

- Minute 205. To be amended to read *"At the meeting of the Vale of White Horse Planning Committee, it had been agreed by the Councillors and Developers to defer the decision, while Officers and Developers would again make contact with the OCCG about the lack of medical facilities in the plans. It was also requested that OCC Highways look again at the roundabout proposed between Didcot and Harwell with the purpose of improving cycling and pedestrian connectivity."*

It was proposed by Councillor A Dearlove and seconded by Councillor D Macdonald and **RESOLVED** to accept this amendment.

- Page2. To amend to read "It was proposed by Cllr Dearlove, seconded by Cllr D Macdonald, and **RESOLVED** to change the order of business and bring application P21/S0693/FUL to the top of the applications list."

It was proposed by Councillor A Dearlove, seconded by Councillor P Giesberg, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting and note it as such, subject to the amendments.

All members agreed.

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

None were received.

221. To note the erection of 57 new residential dwellings to be street named and numbered: 1 to 35 (Odds Excl. 13) and 74 to 104 (Evens) Franklin Gardens, 1 to 17 (Cons Excl. 13) Huxley Drive and 1 to 8 (Cons) Wallace Court, DIDCOT

The Committee noted the erection of the new dwellings to be street named and numbered.

**222. To comment on Consultation – Various Roads (Didcot & Harwell)
Proposed 20mph Speed Limit and TRO Admin Amendments**

a)	Consultation	<u>Speed limit and TRO amendments</u>
	Proposal	Oxfordshire County Council is proposing to introduce a 20mph speed limit within the new Dunnock End/ Barwood Land residential development adjacent to the A4130 Didcot to Milton Heights Road, in Didcot.
	Response date	16 th April 2021
	Agreed response	It was proposed by Councillor Dearlove, seconded by Councillor Walsh and RESOLVED to submit “ Didcot Town Council supports the proposed 20mph speed limit ” to Oxfordshire County Council.

223. To consider as listed: Planning Applications.

a)	Application	<u>P21/S0659/HH</u>	29 Meadow Way, Didcot, Oxon, OX11 0AX
	Proposal	Replacement of existing rear extension single storey extension	
	Response date	8 th April 2021	
	Agreed response	It was proposed by Councillor A Dearlove, seconded by Councillor D Macdonald, and RESOLVED to submit no objections . All members but 1 agreed, who abstained.	
b)	Application	<u>P21/S0762/HH</u>	10 Tavy Close, Didcot, Oxon, OX11 7XR
	Proposal	Construction of two storey side extension	
	Response date	9 th April 2021	
	Agreed response	Councillor A Dearlove proposed, Councillor M Mallovs seconded, and it was RESOLVED to submit no objections . All members but 1 agreed, who abstained.	
c)	Application	<u>P21/S0881/FUL</u>	Unit A, Lower Broadway, Didcot, Oxon, OX11 8ET
	Proposal	Variation of condition 2 (Approved plans) on application P19/S2731/FUL removal of window boxes. Variation of condition 2 (approved plans) of application P18/S1475/FUL (Demolition of buildings of a 70-bed care home (within class C2), parking, access, landscaping, and other associated works) in line with amendments submitted and detailed in agents.	
	Response date	9 th April 2021	
	Agreed response	Councillor P Giesberg proposed, Councillor A Dearlove seconded, and it was RESOLVED to submit no objections . 4 members agreed, 2 abstained.	
d)	Application	<u>P19/S0257/FUL</u>	Land at Didcot Town Football Club, Bowmont Water, Didcot
	Proposal	Development of 25 apartments, replacement car parking spaces and new sports pitches. (as amended by drawings received 19 February 2020, site plan received 10 June 2020, drawings received 10 October 2020 and drawings and energy statement received 22 January 2021, site plan received 10 March 2021)	
	Response date	8 th April 2021	

	Agreed response	Councillor A Dearlove proposed, Councillor P Giesberg seconded, and it was RESOLVED to object to the application and to submit the following comments. Didcot Town Council continues to object to this application. All material planning considerations were presented in our previous objection. All members agreed.	
e)	Application	<u>P21/S0711/HH</u>	33 Slade Road, Didcot, Oxon, OX11 7AR
	Proposal	First floor extension above the existing garage, to enlarge 3 rd bedroom and create a home office.	
	Response date	11 th April 2021	
	Agreed response	Councillor D Macdonald proposed, Councillor M Mallows seconded, and it was RESOLVED to submit no objections . All members agreed.	
f)	Application	<u>P21/S0242/FUL</u>	Phase 1 a Great Western Park, Sir Franks Williams Way, Great Western Park, Didcot
	Proposal	Reprofiling of existing bunds	
	Response date	17 th April 2021	
	Agreed response	It was proposed by D Macdonald, seconded by Cllr M Mallows and RESOLVED to submit that Didcot Town Council supports the application. 5 members agreed, 1 voted against.	
g)	Application	<u>P21/S1062/HH</u>	14 Windsor Close, Didcot, Oxon, OX11 8TT
	Proposal	Single storey, ground floor extension to front of property to enlarge kitchen and accommodate a shower/WC room plus conversion of integral garage to living accommodation.	
	Response date	18 th April 2021	
	Agreed response	Councillor A Dearlove proposed, Councillor M Mallows seconded, and it was RESOLVED to submit no objections . All members agreed.	

224. PLANNING APPEALS

None were received.

225. APPLICATIONS APPROVED

The Committee noted the below listed approvals.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	<u>P21/S0252/FUL</u>	Removal of existing signage letter and projecting Barclay's Signage and infill of the existing ATM with materials to match existing. Barclays Bank Plc 125 Broadway, Didcot OX11 8AW
No objections	<u>P21/S0276/HH</u>	Proposed single storey rear extension and loft conversion with rear dormer. 4 Lune Close, Didcot, OX11 7QJ
No objection with comments: "A neighbour has raised concerns regarding the possible loss of light due to this extension and we would request that the relevant officers look into this matter prior to approval"	<u>P21/S0297/HH</u>	Demolition of existing conservatory and single storey utility room extension and Construction of two storey and single storey extensions. 47 Hagbourne Road, Didcot, OX11 8DP
No objections	<u>P21/S0301/HH</u>	Garage conversion to habitable space, internal alterations, and single storey rear extension. 27 Longford Way, Didcot, OX11 7TN
No objections	<u>P20/S4539/HH</u>	Single storey rear extension. Rebuild garage with first floor side extension above. (As clarified by corrected drawings received 15 March 2021). 6 Kew Win, Didcot, OX11 7LS
No objections	<u>P21/S0220/HH</u>	Two storey side, rear, and front extensions. (As amended by drawing no.s 2-01201-P3A and 2-01201-P4A to reduce size of two-storey rear extension received on 15 February 2021 and drawing no. 2-01201-P3B to correct window error

		received on 4 March 2021). Single storey side and rear extension. 20 Sinodun Road, Didcot, OX11 8HN
No objections	<u>P21/S0223/HH</u>	Single storey extension to front of property to create lobby/porch. 12 Colne Drive, Didcot, OX11 7SG
No objections	<u>P21/S0296/FUL</u>	Continued use of temporary modular building. Didcot Hospital, Wantage Road, Didcot OX11 0AG

226. APPLICATIONS REFUSED

The Committee noted no applications had been refused.

227. APPLICATIONS WITHDRAWN

The Committee noted no applications had been withdrawn.

228. APPLICATIONS REFERRED

The Committee noted no applications had been referred.

The meeting closed at 8.11pm.

Signed:

Date:

Didcot Town Council

Finance and General Purposes Committee 22nd February 2021 7.30pm Meeting held online at zoom



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

Present:

Councillor J Moody (Chair)
Councillor P Siggers (Vice Chair)
Councillor P Davies
Councillor V Haval
Councillor M McNeill
Councillor A Sandiford
Councillor A Thompson

Officer: Mrs J Wheeler, Town Clerk

Also present:

Councillor M Khan (part) and one member of the public.

151. Apologies

There were no apologies as everyone was present.

152. Declarations of interests

None declared.

153. To approve the Minutes of the Finance & General Purposes Committee meeting held on 25th January 2021

It was proposed by Cllr J Moody and seconded by Cllr P Siggers to approve the minutes as an accurate record with the following amendments:

Cllr V Haval wished to clarify at minute 137 that burials could still take place in the churchyard but there were no new graves would be created in the proposed "closed" section.

Cllr V Haval wished to amend minute 143 to "account" for VAT not "pay for it".
Cllr A Sandiford wish to amend minute 142 to give a capital M to "Muslim".

There were no questions.

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

There were no further questions or comments.

155. To note a grant report from Didcot Foodbank

The report was circulated with the agenda and noted by the Councillors.

Cllr A Thompson entered the meeting.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and AGREED to suspend Standing Orders to allow for public participation.

Margaret Davies of the Didcot Volunteer Drivers group spoke about the work they do and how busy they have been over the last year. They have kept open every day during the pandemic and have helped with picking up prescriptions and shopping as well as transporting patients to their appointments. They have over five hundred clients on their books.

Standing Orders were reinstated.

156. To consider a grant aid application

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to award a grant of £1669.25 to Didcot Volunteer Drivers.

157. To review the monthly accounts for December 2020 and January 2021.

The Chair paged through the accounts for comments and the detail was noted. The Clerk's report detailed the various items of note for the two months. Income on cemeteries and allotments slightly above budget indicates received more income. Edmonds Park maintenance was higher due to the new security gate to stop unwanted visitors in the park. There was also expenditure due on recruitment.

Cllr P Davies queried why we did not just deduct outstanding debts but this would not be an easy way to show our accounts within the software package. Cllr V Haval queried who was chasing the overdue debts – the Town Clerk confirmed that this was done along with DCK when time allows but there was no formal procedure due to staff shortage.

Cllr J Moody had a query relating to a transaction for black ties.

Cllr V Haval queried the annual grant payment to Ladygrove Community Centre - the Town Clerk advised that this will happen in the next week or two.

The Town Clerk would clarify some aged debts that have arisen in December 2020.

Cllr M Khan joins the meeting.

158. To note the sums written off – Willowbrook and the recommendations from the Civic Hall Management Committee

The smaller amounts had already been discussed at a previous meeting. Due to the Council accepting the CVA proposal for the Willowbrook building at their Extra Ordinary meeting in December 2020 the sum due is £48,000 which is to be formally written off.

Cllr V Haval said that the staff need to ensure that we have complete contact details to ensure we do not have bad debts. The Chair confirmed that all new bookings will have to pay upfront for the use of the facilities – payment on booking. However, bigger entities will be on account and will be invoiced periodically.

Cllr P Davies pointed out that there was an 80p discrepancy on one of the accounts it was noted that this was an administrative error.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to RECOMMEND that the list is approved. *NB approved at FC 1st March 2021.*

159. To note the cost of the Ladygrove Lakes bespoke aeration and the viring of several cost centres to pay for the scheme.

The pump is essential for the lakes and the Outdoor Services Manager and Town Clerk suggested paying for the aeration until in instalments of £6000.

It was proposed by Cllr J Moody and seconded by Cllr A Thompson and RESOLVED to purchase the aerator and pay for it in instalments.

160. To review the draft consultation papers for the Willowbrook building

Various comments were made to the consultation questions and suggestions to improve the document. Cllr V Haval queried the use of the external changing rooms. It was noted that toilets have not been maintained and no-one is taking responsibility for them.

Cllr V Haval wished to amend point 4 to read: "Are there any activities which you feel the building would also be suited" rather than "better". She felt that the questionnaire needed to give residents a chance to say what they liked about visiting and using Willowbrook. In point five she felt that asking people to number in importance an online consultation may not produce the results we want – she advised that we should be mindful of the responses.

Cllr P Davies requested brackets for people to tick.

Cllr A Sandiford was concerned about getting inaccurate results. She suggested changing the wording to "What do you think the most important activity for the community at large?" She also said that how to return is repetitive and not identical. The Town Clerk would refine the consultation with these points and look to identify age demographics by asking if they are using the facility as a family.

It was agreed to promote the consultation at the Annual Town Meeting on 22nd March 2021 and via social media. The final version would be shared with Councillors on email prior to publication.

161. To consider the draft letter concerning the request for a Muslim burial ground

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the letter and for the Town Clerk to proceed to send the letter out.

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

Cllr J Moody requested that the Outdoor Services Manager gets some external advice on work that may be needed on the football pitches on Ladygrove park to include costings, timescale etc.

The Fleet Meadow Community Centre would be asked if it could be used as an Emergency Reception Centre to complete the Emergency Plan. An alternative would be using Willowbrook as an Emergency Reception Centre since the Council have the keys. Cllr J Moody agreed this could be an alternative solution.

The Town Clerk confirmed that the improvements to the broadband would be done during March 2021.

163. 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.

164. To review the tender documents for the path at Stubbings land and the recommendation from the Outside Services Manager

The project had been advertised on the Contracts Finder website and good number of responses have been received. The Town Clerk and the Outdoor Services Manager opened the tenders and recorded the details of each application. A contractor was chosen the work will commence during March and April 2021.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the work to be carried out.

Meeting closed at 8.40pm

Signed _____ Chairman Date _____

Didcot Town Council

Finance and General Purposes Committee 29th March 2021 7.30pm Meeting held online at zoom



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

Present:

Councillor J Moody (Chair)
Councillor P Siggers (Vice Chair)
Councillor P Davies
Councillor V Haval
Councillor M McNeill
Councillor A Macdonald (sub for Cllr A Sandiford)

Officer: Mrs J Wheeler, Town Clerk
Mrs T Tye (Minutes)

Also present:

Cllr E Hards (Mayor), Stephanie Nutt and one member of the public.

165. Apologies

Apologies were received from Cllr A Sandiford (Cllr A Macdonald subbing) and Cllr A Thompson.

166. Declarations of interests

None declared.

167. To approve the Minutes of the Finance & General Purposes Committee meeting held on 22nd February 2021

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the minutes as an accurate record with the following amendments:

Cllr V Haval wished to amend minute 160 paragraph to Cllr P Davies regarding the external changing rooms at Willowbrook. In the second paragraph she wished to

change the word "results" to "engagement" to read: "...asking people to number in importance an online consultation may not produce the engagement we want ..."

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

Cllr V Havel requested an up-date on the consultation for Willowbrook. The Town Clerk advised receipt of over 200 responses so far. Early indications seem to be that residents want the building to re-open as a gym and leisure centre in a similar capacity. The consultation will be publicised again over Easter and responses collated for the next meeting.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and AGREED to suspend Standing Orders to allow for public participation.

Stephanie Nuth of Laser Energy was attending the meeting to answer questions on the energy options covered in the confidential part of the meeting. Both this Committee and the Civic Hall Management Committee had been looking at quotes for gas and electric for the Civic Hall. Cllr J Moody asked about the Feed in Tariff (FIT). It was confirmed that all suppliers must include the FIT in their unit rates but SSE show the rate separately in their electricity bills. The FIT is a Government scheme designed to promote renewable and low carbon electricity generation.

The FIT for solar energy would be a separate contract with a separate meter which would calculate the amount of kilowatt hours put onto the grid. The contract would state the amount the customer would be paid for the generation of solar energy. The terms of the contract would be fixed for twenty years which is the life of the solar panels. The advantage of this arrangement is that the customers would know exactly how much they would receive. It would be possible to vary the length of the contract but generally the fixed tariff is for the life of the solar panels.

The set-up of the scheme was discussed and it was now possible to have the option of using the excess energy generated on site rather than exporting all the excess to the grid. The capital cost of the scheme would be a contract between the customer and the supplier. The purchase of excess electricity and the FIT would be a separate contract between the customer and the energy provider. It was noted however that there are deals where the provider fits the solar panels but the customer is then tied into their energy scheme.

Laser energy is able to provide a range of services to help the Council plan their journey to becoming carbon neutral. A projection of costs and timings can be provided along with assistance with grants and RIGA certification that all energy provided is 100% renewable. These services would be chargeable.

Cllr Moody thanked Stephanie for attending the meeting.

Standing Orders were reinstated.

169. To note a three grant reports from Home-start, Be Free Young Carers and Didcot Library

The reports were circulated with the agenda and noted by the Councillors.

170. To review the accounts and payments for February 2021.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the accounts and payments for February 2021. The Chair paged through the accounts for comments.

Cllr V Haval queried cost centre 9056 – Cllr J Moody confirmed that several cost centres had been ear-marked for the aerator project at the Ladygrove Lakes which is being paid in instalments. The Town Clerk confirmed that one instalment of £6000 has already been paid.

The Town Clerk confirmed that PCN stands for Primary Care Network (NHS).

171. To note the request for transferring unspent cost centres to ear-marked reserves

The Environment and Climate Committee requested following excess funds to be transferred to ear-marked reserves:

3150 Plants	£3,464
To allow for wider variety of planting material the year – spring into summer	
3158 Trees	£6,989 – for emergency works and re-planting
3162 Football pitches	£4,000 – to repair and give better drainage
32520 Cemetery improvements	- £2,000
32521 Ladygrove Park	£2,000 – ongoing tree works for next winter

NB £200,000 Splashpark will roll over as an ear-marked reserve and the Stubbings Land pathway will be completed in this financial year.

In addition, Cllr J Moody proposed to move the following unspent cost centres into a new ear-marked reserve called "Groundskeeping Equipment":

3145 Machinery costs	£3,129
1108 Training and Conference	£5,855
1112 Utilities Admin Offices	£9,373
1171 Contingency	£6,535
1243 PCSO Funding	£18,500
1235 Civic Functions	£1,837
1944 Christmas lights	£5,809
3104 Agency staff	£2,200
3103 Event staff	£1,000
3149 Bark Top-up	£3,000
3162 Football pitch maintenance	£4,000
4024 Event costs	£8,956

TOTAL £70,194

The Chair answered questions on the new ear-marked reserve detailed above. It was confirmed that the reserve would be used to equip the outside team with environmentally friendly tools which are more expensive than petrol power.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to accept these transfers. The vote was five in favour; Cllr V Haval abstained.

172. To consider the advantages of Green Tech membership

The advantage of joining Green Tech membership was discussed however it was felt that at this time it would not be beneficial for Didcot Town Council to become a member. It was proposed by Cllr J Moody and seconded by Cllr A Macdonald AND RESOLVED not to progress membership of this body.

173. To review the amended Emergency Plan

It was AGREED to add Fleet Meadow Community Centre to the plan with a short description and a map showing its location. Road names would also be added. Private mobile numbers could be made available to the police and emergency planners to allow for key personnel to be contacted at any time.

It was also AGREED that Willowbrook Leisure Centre should be added even though the building is currently not in use. This was a long term plan and the building should be utilised in an emergency.

The amendments would be made to the plan.

174. To note the website and social media review

The Committee felt that the report was useful and informative. The staff member was congratulated on her efforts. It was noted that some improvements may have cost implications. Cllr V Haval wanted to ensure that there was clarity between online petitions being run by third parties and the Council running a petition themselves.

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and AGREED that a timetable should be produced to detail how long the improvements would take along with costings for consideration by this Committee and the new Property and Facilities Committee.

175. Questions on the re-opening of the Willowbrook Leisure Centre

Cllr P Davies posed four questions to the Committee. The first three had been asked by a resident in January and he had not received an answer. The last one was from Cllr Davies in a bid to keep up with the progress.

Q1. Could DTC postpone and/or potentially re-allocate the funding of planned projects to the re-opening of Willowbrook?

A: It is not funding that is delaying the opening of Willowbrook. There are essential repairs to the roof along with general decoration and maintenance works that are in progress.

Q2. Have DTC approached SODC for some of the £53 million funding for community projects that SODC communicated in December?

A. SODC not been approached yet as we only got the keys for Willowbrook on 19th December. The Town Clerk confirmed that there should be some S106 funding which could be used for improvements.

Q3. Have DTC sought lottery funding?

A. When the staffing situation improves we may have the capacity to apply for other grants however lottery funding has its own criteria and work would need to be done to see whether Willowbrook is an appropriate project.

Q4. *What is the current status of the remedial works?*

A: Repairs to the roof will be carried out in April. The Town Clerk has one quote for decoration and is seeking more. We also have one quote for replacement of some of the flooring and carpets which are worn. This quote has been itemised so we can choose which parts of the building to cover. The fire risk assessment was carried out in November and shared with the Finance Committee. The Town Clerk is working through the urgent actions and now has a constructive relationship with the Football Club regarding the safety of the tractor shed.

Cllr P Davis expressed his concern that the clubs and organisations in the community had no where to meet.

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

Cllr V Havel stated that the residents might get restless over how long the process is taking on the re-opening of Willowbrook. She expressed worry about timescales and she felt that the things were moving too slowly.

The Chair reminded the Committee that it was not the fault of the Town Council that the lease holder left the building with no notice. The future of Willowbrook is a substantial commercial arrangement. The Town Clerk was asked to include the Willowbrook building on the progress report.

177. 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.

178. To review the energy tariff recommendations from the Civic Hall Management Committee

The Town Clerk up-dated the Committee as to how the Civic Hall became available for a new contract. Now that the Civic Hall was no longer a separate entity but part of the Town Council this renders the existing contracts void.

The Committee considered the table of different quotes for the supply of gas and electricity for the Civic Hall. It was proposed by Cllr J Moody and seconded by Cllr P Davies and **RESOLVED** to appoint Laser Energy as the new broker and the Corona Energy as the new supplier. The Committee agreed to renew the contract for twenty-four months for both gas and electric. This would give the Council time to fully explore the option of solar energy.

Meeting closed at 8.45pm

Signed _____ Chairman Date _____

Didcot Town Council

Environment & Climate Committee Monday 15th March 2021 at 7.30pm Online at Zoom.us



Minutes

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

PRESENT Councillors:

P Davies.
A Hudson.
A Macdonald.
D Macdonald (Chair).
D Rouane.
A Thompson.
C Wilson.

Officers:

Mrs J Wheeler (Town Clerk)
Mr R Harris (Outdoor Services Manager - OSM)
Mrs L Blake (Planning and Environment Officer – PEO [minutes])

Others:

Cllr J Moody (non-committee member)
Cllr P Siggers (non-committee member)

One member of the public.

Cllr D Macdonald started the meeting by congratulating the PEO on her new role and welcoming the new OSM once again.

92. To receive apologies.

No member tendered their apologies for the meeting.

93. To receive declarations of interest.

No declarations were made.

94. To approve the minutes of the meeting held on the 18th January 2021 as a true and correct record.

Cllr D Macdonald proposed, Cllr A Hudson seconded, and it was **RESOLVED** to approve the minutes as a true and accurate record of the meeting, subject to the following amendments:

- Item 80 - Cllr Wilson clarified that it was in fact the local Co-operative store who were willing to supply duck food for residents to purchase and not her.

Cllr Hudson wanted confirmation that he was included in the Tyne Avenue/Didcot Football Club working group. It was confirmed that he was. All members agreed.

95. Questions on the minutes and review the progress report.

- a. Item 80 – Cllr Wilson explained that the Co-op store are willing to supply duck food for residents to purchase, but she is waiting on a response to her email, from their head office.
- b. Cllr Rouane suggested that at the next meeting of the Environment and Climate Committee, discussions should be had about the Committee's priorities and the fact that some projects should be listed on future agendas as separate items.
- c. Cllr Wilson asked about the Solar Streets Initiative. Cllr D Macdonald explained that a meeting has been advertised on Sustainable Didcot's Facebook page (for the 8th April 2021) and encouraged the Councillors to register and attend.

Cllr Wilson explained that the Solar Streets Didcot website is up and running and volunteers are needed for leaflet drops for the initiative. It was **AGREED** that this could be advertised on Didcot Town Council's website.

Cllr Wilson will forward the details to the PEO.

- d. Cllr Rouane wanted to clarify that the Tyne Avenue/Didcot Town Football Club working group, had not progressed due to the OSM waiting to hear from companies regarding the quotes for work to the footpath and drain cover.
- e. Cllr Davies enquired as to the progress of the Ladygrove Lake Diffuser. The OSM explained that there had been issues with the company as they are waiting for a pump to be delivered from Japan, but that a deposit had been paid and work will commence shortly.

An update will be made available by the end of the month.

96. To note the transferring of funds to the next financial year

The Town Clerk confirmed that the Committee would need to decide whether to agree to the suggested transfer of funds in some cost centres to ear marked reserves, for the next financial year.

Cllr Wilson queried that the Ladygrove Lakes Diffuser was not listed. The Town Clerk confirmed that cost centres had been vired to afford this project, so it was not included.

It was proposed by Cllr D Macdonald and seconded by Cllr Thompson and **RESOLVED** to recommend to F&GP Committee to transfer the funds as mentioned in the report, to ear marked reserves for the next financial year.

97. To note the Outdoor Services Manager's Report

The Committee noted the contents of the report, as follows:

Allotments

Car parking is being restricted on New Road, Mereland Road & Cockcroft sites due to wet ground conditions, notices have been erected to notify plot holders not to drive onto the sites.

Damage has been caused at Cockcroft where a vehicle delivering manure has left large ruts in the grass roadway. Once weather improves this will need to be filled in and made safe.

The damage created at Cockcroft Allotments has been rectified using turf taken from elsewhere, without incurring any cost to the Council. We have received an email from the Chair of the Didcot Allotment Society with a complaint regarding these works, and we have been asked to remove the soil and turf and to repair with gravel. The OSM will suggest to the Allotment Liaison group that Didcot Town Council can cover the cost of the labour if allotment holders cover the costs of the materials.

Play Areas

Play Areas are currently open, but this may change again if the Government changes its advice. Signs are in place advising compliance with 2 metre spacing. Outside gyms and Tennis Courts remained closed.

There are lots of outstanding repairs required to virtually all the play areas. and these have been repairs that have never been carried out. All five Zip wires are in need of maintenance. The zip wire quotes are between **£480.00** plus vat for inspection without any repairs, to **£780.00** plus vat per inspection including some repairs.

A quote has been received from a ROSPA registered company to inspect the play areas. This is for **£1,475.12** plus vat. This appears to be a lot cheaper than using a manufacturing play equipment company and they can also carry out the repairs far

cheaper. They may also have a solution to some of the gym repairs as they carry lots of stock alternatives for the outdoor play and gym equipment.

It was proposed by Cllr D Macdonald and seconded by Cllr Davies and **RESOLVED** to commit to the Zip wire repairs and to arrange for the play areas to be inspected, at a cost of £1,475.12 plus vat and £480-£780.00 plus vat, per zip wire.

NB – Town Clerk post meeting note – ROSPA inspections were carried out in July 2020 as an annual inspection.

Cemetery

Currently a maximum of 30 mourners (plus Undertakers and Bearers) can attend graveside funerals.

Trees have been pruned and flower beds are being prepared for planting.

Two Memorial Bench Applications have been received for Didcot Residents buried in the Kynaston Road cemetery. One is a white painted wooden bench which is 150cm long and the second is a natural wooden teak bench 123cm long.

It was proposed by Cllr D Macdonald and seconded by Cllrs Hudson, Rouane, Davies and Wilson, and **RESOLVED** to approve these applications.

Edmonds & Loyd Parks

There is currently no football taking place in the park. The first cut of the season has been carried out in preparation of the football restarting. Both lining equipment should be up and running by the end of March.

Cllr Davies suggested not marking football pitches until at least 29th March, as that is when restrictions on grassroots football and organised outdoor sports, is due to be lifted.

The OSM wanted the team to be prepared.

It was **AGREED** to mark the football pitches at Edmonds and Loyds Park, from 29th March 2021, if restrictions are lifted as planned.

Edmonds Park pavilion

The old pavilion is currently fenced off for safety reasons. Demolition has been delayed in order to determine the need for permission for the demolition and installation of temporary changing facilities on site. We had previously been informed permission was not necessary. We may also need to carry out a bat survey due to the location of the pavilion. The OSM has been in contact with Oxfordshire County Council's Innovation and Research department who are keen to lend Didcot Town Council the monitoring equipment and to help set this up to record any activity for bats in, or near the pavilion at Edmonds Park.

This will form the basis of the activity report if required for the demolition planning application and this should hopefully be free of charge. These works can only be carried out nearer to the Spring, at the end of April, beginning of May. It is not clear that a bat survey will be needed.

The electricity supply has still not been removed due to issues with Opus Energy who must remove the meter before SSE can disconnect the supply. The OSM has been in contact with Opus energy. Disconnection has been delayed until a decision has been made on which company will be used for the demolition (Didcot Town Council may not need to have the meters disconnected, depending on the company used).

The OSM has received a quote to demolish the Pavilion, which would include boxing in the power supply into a secure external electrical cabinet to contain the power cables and the meters and relocating the water source to a below surface level. This would allow reconnection to be carried out when the welfare units go into place. This would avoid all dealings with all the power companies.

The quote for this work is **£18,822.57** plus vat. This total does not include the resurfacing or creation of a new pad for the welfare units to sit on.

The quote for the new pad would be a further **£13,194.08** plus vat. The ground will be left uneven once demolition has been done and the site will require work to it before the welfare units can be put into place.

The PEO explained that an update had been received from a Planning Officer at SODC to state that prior approval for the pavilion demolition, will cost **£48** (this includes a reduction of 50%) and a site plan will be needed. SODC can draw up the plan for a cost of roughly **£25**. The Committee agreed to this.

It was **AGREED** to progress with the demolition by paying for the site plan and prior approval from SODC, and to use the company who had quoted for the work for both the demolition and the resurfacing or creation of the new pad.

Ladygrove Park Pitches

The previous OSM had informed the Committee that work had been carried out on the field between the Tennis Courts and the Skate Park and that it should have been possible to mark out 2 junior football pitches.

The new OSM has contacted the FA Representative for the area and has requested an inspection. This will hopefully produce a report on the condition of the grass, the subsoil structure and will advise Didcot Town Council of the options and how best to approach any works. His advice is, to save money in the future, some of the Outdoor Team be trained on how to prepare the sports surfaces.

The cost for the consultant's charges is **£1,818.00** plus vat.

It was proposed by Cllr D Macdonald, seconded by Cllr A Macdonald, and **RESOLVED** to go ahead with this initial inspection at a cost of £1,818.

The OSM is awaiting quotes for the repositioning of play equipment in Ladygrove Park, due to the ongoing issues with flooding.

Ladygrove Lakes

Actions have been taken to restrict breeding sites of the Canadian geese, by placing chicken wire around the islands. Work has been completed on cutting back the foliage around the lakes. This should be sufficient until the winter of 2021.

Broadway flower beds and Civic Hall

The wildflower flower beds have been prepared ready for the seeds to be spread, which will take place in April/May. Turf has been removed and the soil turned over. The roses have been repositioned to nearer the Civic Hall and all the beds around the Hall have been revamped and made ready for new planting, which will be ordered in the next few weeks.

Stubblings Land Footpath

Work will commence on the footpath very soon, at a cost of £18,392.38 plus vat.

Sustainable Didcot

A plan for planting trees on Council owned land has been forwarded to Cllr Wilson from the OSM. It is hoped that the required trees/hedging can be ordered for this coming Autumn and will improve biodiversity and air quality in Didcot. The OSM has contacted Earthwatch who part funded Witney's Miyanki Forest to investigate if there is any funding available to Didcot Town Council so that a 'Micro Forest' project could be considered. Cllr Davies recommended the OSM try to visit West Witney Sports and Social Club.

Tree Policy

Didcot Town Council does not currently have a Tree Policy. Cllr D Macdonald had discussed tree policies with a knowledgeable resident who could help with drafting up a policy. Cllr Rouane suggested looking at the work SODC are currently doing on the same idea and to contact them for advice.

Any policy would need to be taken to Full Council to be agreed and adopted. It could then be displayed on the Town Council's website.

The Town Clerk could get samples of Tree policies from the SLCC forum, to compare. Cllr Rouane suggested this should be Councillor lead and it was **AGREED** the Town Clerk would gather information which will then be passed to the OSM and the Committee Members.

Staffing

Two members of the Outdoor Team have had negative covid test results.

The team are currently operating at full strength, one member of staff is back to work after a long illness. One member of staff is suffering a repetitive strain injury on his elbow.

The Outdoor Team have undergone some urgent training in February 2021, on Health and Safety at work and Manual lifting and Working at Heights. They will be attending a First Aid course at the Civic Hall, under social distancing requirements and guidance, in March 2021.

Three Life vests have been purchased for staff to be able to work safely in and around the Ladygrove Lakes and in the boat.

All the team have been provided with uniforms and hi vis wet weather clothing. They have been supplied with the correct groundworkers safety helmets (which include ear defenders and face visor) and new gloves.

Tools

The OSM provided a list of tools which have been purchased for the 2021 season:

- Pitch Forks x2
- Branch Loppers x2
- Secateurs x2
- Lawn Edging Shears x2
- Hand Trowels x3
- Boot Cleaner x1
- Yard Door/Dust Mats (Agreed by Cllr Moody, have not been ordered yet)

Events

Hatwell Funfair had requested the following dates for 2021:

- Ladygrove Park:
12th – 26th April (Income to DTC £1,750.00)
May dates have previously been cancelled.
- Edmonds Park:
5th – 19th July (Income to DTC £2,000)

It was **AGREED** to cancel the dates in April.

The Committee decided to consider the July dates at the next meeting, depending on Government's advice nearer the time.

98. To note the Vehicle Replacement Report and to consider recommendations to the Committee

The Committee noted the OSM's report.

There is still one vehicle to trial, which is due to happen at the end of the month.

99. To note the Equipment Replacement Report and to consider recommendations to the Committee

The Committee noted the paper.

OSM explained that the Iseki TG5470 is under-utilised and is primarily used for towing. Additional equipment can be purchased to utilise this machine. Cllr D Macdonald noted this would be very expensive.

Cllr Davies suggested trading in items 6&7 (the Iseki SX622 and the Iseki TG5470) for more substantial equipment and 'start fresh' with what the team needs. The OSM agreed to investigate this option and to weigh up the pros and cons.

It was **AGREED** to repair the Ransoms and the Ford/New Holland Tractor. The cost for repairing the tractor would be £569 and this could then potentially be traded in.

Cllr Davies asked the OSM if PA Turneys is used a lot by Didcot Town Council, could he investigate to see if we could trade in the equipment for credit notes to be used later, for repairs or equipment. The OSM agreed to investigate this.

It was proposed by Cllr Davies, seconded by Cllr D Macdonald, and **RESOLVED** to commit to repair the TG540 Tractor at a cost of **£589**.

Cllr Davies proposed, Cllr A Macdonald seconded, and it was **RESOLVED** to commit to purchase the Pellenc Strimmer from RT machines, which was quoted at **£4,170.00**, which included a replacement hand blower, harness, and battery pack.

100. To note updates from the Allotment Liaison Working Group and to consider recommendations to the Committee

The Allotment Liaison Group had made suggested changes for all documents relating to the allotments and asked the Committee to approve the changes.

All documents were approved except for 2 alterations to the 'Allotment rules.'

1. Cllr Davies explained that there should be something added to the rules regarding vehicles on the allotments (appendix 1, item2) to say that any driver and/or owner will be held responsible for any damage which is caused to the grounds by their vehicle, it may mean incidents such as what happened at Cockcroft allotment, may not happen again.

Cllrs A and D Macdonald agreed with stating that owners/drivers will be liable for any damage they have caused.

It was **AGREED** that the PEO will re-word item 2 on the allotment rules, to include this and forward the change to the Committee Members for their approval.

2. BBQs. Discussions were had as whether to allow BBQs on the allotment sites. Gas cannisters were a great concern, whilst disposable, small BBQs were preferred. It was agreed to remove the suggested sentence regarding BBQs from the rules (appendix 1, item 20).

It was **AGREED** to put notices on the allotment notice boards to inform allotment holders that Didcot Town Council will allow small, occasional, family BBQs on the allotment sites, for a trial period of 12 months.

The ALG had asked the Committee to ban the use of industrial weedkiller by allotment holders, on the allotment sites.

Cllr A Macdonald suggested supporting this rule with the intention of reviewing next year.

It was **AGREED** to approve the ban, with the decision to review the situation in the future.

It was **AGREED** to not allow the 3rd burn date in August 2021.

All documents were **APPROVED** by the Committee, subject to the 2 small changes to the Allotment Rules.

101. To consider the Allotment request from the Active Communities Officer at South Oxfordshire District Council and to consider recommendations to the Committee

The Committee discussed the request. There were concerns over the length of the queue and Didcot residents who may not wish to miss out.

Cllr A Macdonald suggested that the Restore charity maybe able to help with their vacant space.

It was **AGREED** to allow the charity to join a waiting list, but to contact them and tell them to liaise with Restore.

102. To note the update on the Planning Application for the Pavilion

The Planning Application for the new Pavilion is almost ready.

The next stage is to agree the technical quotes. It was suggested that a small working group is set up to review the quotes. The group would consist of two Members from the Finance and General Purposes Committee, the Environment and Climate Committee and the new Property and Facilities Committee.

It was proposed by Cllr D Macdonald and seconded by Cllrs A Macdonald and A Hudson and it was **RESOLVED** to recommend the setting up of the working group to carry out the review whilst the Planning Application was being determined.

103. To note the update on the Table Tennis Tables

The Town Clerk explained that Didcot Town Council will receive part funding for three table tennis tables, from SODC in conjunction with Table Tennis England, as well as the two tables the Town Council currently have – one at the Civic Hall and one at Willowbrook.

SODC are running a program to promote table tennis over Easter.

The Committee noted the paper.

104. To note the Splash Park update and to consider recommendations to the Committee

The Committee discussed the suggested location options in the paper.

There was a discussion on the Willowbrook building but that was going out to tender.

Cllr D Macdonald explained the Splash Park had already been budgeted for and has been requested from residents in consultations.

Cllr Rouane agreed that Willowbrook is the priority, but the Splash Park would not impede on it. Cllr Rouane did have a concern with the suggested new locations being between the pavilion and the playing fields.

Cllr Thompson suggested asking the Working Group recommended for the Pavilion, to help with the Splash Park, to see if these works could also help landscape the Splash Park in the alternative location near to the new Pavilion. This could help save money on both projects.

It was proposed by Cllr Rouane, seconded by Cllrs Hudson and A Macdonald, and **RESOLVED** to agree to moving the location of the Splash Park to the vicinity of the pavilion, subject to the recommendations of the Working Group.

105. To note the Bus Shelter report for Ladygrove and to consider the recommendations to Committee

The Committee discussed the paper.

Cllr Davies explained that there is a growing need for another bus shelter on Avon Way, and in his opinion, there is room.

7 c (i) Environment & Climate Committee Meeting
Draft minutes 15.03.2021

It was proposed by Cllr D Macdonald, seconded by Cllr A Macdonald, and **RESOLVED** to contact the Oxfordshire County Council officer and ask them to visit the suggested locations on Avon Way, to investigate if they are suitable for a bus shelter.

The meeting closed at 21:20.

Signed _____ Chairman Date: _____

Didcot Town Council

Personnel and Administration Committee Monday 12th April 2021 at 7.30pm Meeting held via Zoom



Minutes

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

Councillors

M Khan (Chair)
A Macdonald (Vice Chair)
J Durman
V Haval

Officers:

Mrs J Wheeler (Town Clerk)

Also present:

Cllr E Hards

The Chair began this meeting with a minute's silence in memory of the late HRH Prince Philip, the Duke of Edinburgh.

Public participation

None

77. Apologies

Apologies were received from Cllr A Sandiford. Cllr Mallows had been sent the agenda and invited to attend but had not responded.

78. Declarations of interest

There no declarations.

79. To approve the minutes of the meeting held on 1st February 2021

It was proposed by Cllr J Durman and seconded by Cllr A Macdonald and RESOLVED to approve the Minutes as a true record. The Chair paged through for any comments. The following amendment was agreed:

Minute 71 – paragraph five: "... the Mayor-Making and Annual Meeting go ahead remotely on 4th May and an Extra Ordinary Council meeting would be held on 10th

May 2021 to determine the different Committee membership". Not 11th May as minuted.

80. Questions on the Minutes

Cllr V Haval spoke about the Petition Policy since the last meeting and about a recent online petition for a bike park in Didcot. She said that there was confusion on who the petition was from and it looked as if the Town Council was endorsing the petition. Cllr V Haval had shared it on social media but she wanted it clear on the website that this is not a DTC petition.

Cllr J Durman queried whether the respondents to the petition were from the Didcot area and the Town Clerk confirmed that some filtering had been done by the originator of the petition.

Cllr V Haval also asked for an update on the new Property & Facilities Manager appointment.

81. To note the Town Clerk's appraisal and targets for the next six months

The Chair detailed the appraisal in terms of targets achieved and what needs to be done over the next six months. The targets were distributed for Members to consider. Cllr E Hards said that she would like to see the input from Councillors on the vision and objectives for the Council. She suggested setting up a working group to debate what the Council wish to achieve during this term. The Town Clerk would facilitate this working group.

It was proposed by Cllr M Khan and seconded by Cllr V Haval and **RESOLVED** that the working group would be set up at the Annual Meeting with an aim to start the meetings as soon as possible. There would be a minimum of five Members and a maximum of seven.

Cllr V Haval requested that the regular updates to Town and Parish Councils email be distributed to all Councillors to take the communications beyond the Didcot Garden Town.

82. Progress Report

The progress report was discussed and noted.

83. 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

84. To consider confidential staff report

This report was discussed by the Members. The First Aid payments were considered as they currently stand. It is not a contractual entitlement and the Town Clerk was asked to do more research and bring some recommendations and options back to this Committee. Cllr A Macdonald stated that it is up to the Town Council to nominate the dedicated first aiders as part of a formal appointment.

It was AGREED that it was good to have first aid training for staff. It was AGREED that we should have appointed first aiders. It was also AGREED that we should pay the appointed first aider.

The Town Clerk would bring a full report and options back to this Committee.

It was noted that the Civic Hall is not opening on a Sunday for the moment. The Town Clerk said that there were not enough staff to cover seven days a week – especially with the requirement for two members of staff to be on duty at all times. Cllr M Khan wanted the Civic Hall to open seven days a week.

85. To review the job descriptions for a Projects & Services Officer and Reception and Finance Assistant

The Town Clerk explained the positions which will combine managing the Civic Hall combined with other Council work. Cllr V Haval wanted to change the job title to Reception and Finance Administrator. It was agreed to advertise these positions as soon as possible. The Committee wanted at least one Member on the interviews.

86. To consider the renewal for HR and H&S support

The current combined HR and H&S contract expired on 1st April. A renewal has been offered but the Town Clerk has looked at other options. It was AGREED not to renew with the current provider. The item was deferred to the F&GP Committee with some further quotes from local providers. It was AGREED to split the H&S element with the HR role.

The meeting closed at 9.16pm

Signed _____ Chair Date _____

Recommendation

Minute 81 – Personnel and Administration Committee 12th April 2021

TO SET UP A CROSS PARTY WORKING GROUP TO EXPLORE TARGETS AND SUGGEST KEY PERFORMANCE INDICATORS FOR DIDCOT TOWN COUNCIL TO ASPIRE AS PART OF A FUTURE ACTION PLAN

Extract from the approved objectives 1st November 2020 Full Council

OBJECTIVES FOR DIDCOT TOWN COUNCIL

AGREED AT FULL COUNCIL 2ND November 2020

INTRODUCTION

Didcot Town Council is a constantly changing organisation. In order to consider the best way to provide the staff with the appropriate skills to service the needs of the Council and embrace change it is necessary to define the objectives.

The objectives should define what the Town Councillors hope to aspire to during the course of this electoral term (assuming that times are normal). The next election is planned for May 2023 – and it would be useful for the next administration if there is a confirmed plan of objectives for the current term.

From the objectives can come the vision statement, strategic plan and an action plan of how the Town Council will serve the residents from all wards. Crucially, in terms of staff recruitment, it is helpful if Councillors agree the following:

- Services and activities that we have a duty to perform.
- Services and activities that have a duty to maintain – such as indoor and outdoor assets.
- Services and activities that the Council aspires to achieve.

- Responsibilities to the residents in terms of health and safety and legal commitments
- Responsibilities to the DTC staff including Civic Hall staff – DTC as an employer.

Once the Council's objectives are agreed they can be developed in further detail to service the different areas of delivery in the Council.

AGREED OBJECTIVES

- Further develop Town Council procedures to give Councillors and residents confidence that DTC finances are well-managed. The Council will always aim for best value and a return on investment.
- To agree medium and long term maintenance programmes to keep buildings in the best condition. To be pro-active and build for future projects.
- To promote the Civic Hall facility and increase earnings to break even and eventually make a profit. (NB The recent coronavirus has seriously impacted on the earnings of the Civic Hall for this year.)
- To maintain a reputation for investing in staff so that DTC is considered to be a good employer
- To act in a collaborative role with key organisations in Didcot – in order to come together for the good of the community.
- To increase the profile of the Town Council; the Mayor and the Leader within the local and business community.
- To engage with the Didcot Garden Town project for the benefit of the town and to establish closer links with neighbouring communities.

AREAS OF ACTIVITY

1. OFFICE/ ADMINISTRATION/ GOVERNANCE/ HUMAN RESOURCES
2. OUTSIDE SPACES AND FACILITIES
3. COUNCIL-OWNED BUILDINGS INCLUDING THE CIVIC HALL
4. PROMOTING DIDCOT – OLD AND NEW, THE TOWN COUNCIL AND EXPANDING THE ROLE OF THE CIVIC HALL, WORKING WITH THE COMMUNITY STAKEHOLDERS AND PRINCIPAL COUNCILS
5. FINANCIAL RESPONSIBILITY – BEST VALUE AND ACCOUNTABILITY

**OVERALL STRATEGY – CLIMATE EMERGENCY PROJECTS IN EVERYTHING WE DO;
POSITIONING OF THE COUNCIL; MAINTAINING A PRESENCE IN THE TOWN**

1. OFFICE/ ADMINISTRATION/ GOVERNANCE/ HUMAN RESOURCES

- Council functions
- Democratic services (servicing the standing committees)
- Employing staff to carry out the council functions
- Management and overview of staff – including appraisals
- Paperwork associated with facilities – such as allotments, burials in cemetery and lots more.
- Management of health and safety measures.

2. OUTSIDE SPACES AND FACILITIES

- Management of recreational facilities including playing fields; play area, tennis courts, skate park, outdoor fitness areas, outside areas around Willowbrook, Millennium Wood, Ladygrove Lakes, cemetery and allotments.
- Engage with potential bookings for sports, funfairs, outside events.
- Manage Christmas lights and road closures.
- Liaise with the Buildings team to maintain the car park and garden areas at the Civic Hall.
- Management of staff to maintain the council facilities.
- Management of health and safety measures.

3. COUNCIL-OWNED BUILDINGS INCLUDING THE CIVIC HALL

- Management of all buildings including demolition of Edmonds Park pavilion (liaising with OSM) and the building of the new pavilion.
- Liaise with the Outdoor team to look after the car park and gardens at the Civic Hall.
- Pro-active maintenance programmes that are properly costed and budgeted for.
- Management of staff to look after the council facilities.

- Increase the value of the buildings for the benefit of the Didcot residents – proactive maintenance rather than re-active maintenance.
- Management of health and safety measures.

4. PROMOTING DIDCOT

- The Didcot Civic Hall to play a key role as a social centre for the community.
- Making the most of the website, social media and local contacts to build a brand and image for the Town Council
- Increasing the profile of the work of the 21 Councillors and the Mayor of Didcot.
- Building the business profile of the Civic Hall, define the building's unique selling position, promote awareness and ultimately increase bookings and profitability.
- Management of staff with training programmes to help create a good impression with visitors and the local community.
- Liaison within the community to improve social cohesion and become a valued local body in supporting community initiatives.
- Provision and promotion of events and public art initiatives.
- Working as a partner with principal Councils and local key stakeholders.

5. FINANCIAL RESPONSIBILITY

- Review and improve all financial procedures to merge the Civic Hall with the Town Council and ensure a clear audit trail at all times.
- Consider the benefits of opting to tax the Civic Hall.
- Identify Council projects that can be funded by S106 and CIL.
- Engage with local business community to identify ways of working together.
- Promote the availability of grant applications for groups within the local community.
- Identify sources of funding and grants that the Town Council can use to provide new and improved facilities.

Janet Wheeler
Town Clerk and RFO
4th May 2021

Didcot Town Council

Civic Hall Management Committee
Wednesday 24th March 2021 at 7.30pm
Meeting held via zoom.



Minutes

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

Present:

Cllr P Siggers (Chair)
Cllr J Moody (Vice Chair)
Cllr J Durman
Cllr P Giesberg
Cllr M Mallows
Cllr M McNeil
Cllr M Walsh

Officers:

Mrs J Wheeler - Town Clerk
C Lordan – Events and Communications Officer

73. Apologies

None.

74. Declarations of interests

There were no declarations.

75. To approve the Minutes of the meeting held on 27th January 2021.

It was proposed by Cllr P Siggers and seconded by Cllr Moody and RESOLVED to approve the minutes of the meeting held on 27th January 2021. The Chair paged through for amendments and questions.

76. To note the Civic Hall accounts for December 2020, January 2021 and February 2021

The Chair paged through for comments. The accounts were noted.

77. Questions on the minutes or accounts

Cllr J Moody requested an update on outstanding debtors of the Civic Hall. The Town Clerk gave an update on the figures. Some hirers in December were not invoiced before we went into another lockdown. Old debts are being contacted when staff time allows for this to happen. Any new hirer must clear an outstanding debt before they are allowed to re-book the hall.

78. To note the additional report on the Civic Hall heating

The Committee noted this report and the potential for the heating controls to be adjusted in the cloud at some point in the future. There was more pressing work to do on the utility bills before any up-grades should be considered.

79. To discuss current booking activity and longer-term planning for opening up to general bookings

The Town Clerk informed the Committee that the hall was receiving a lot of booking enquiries and the NHS Vaccination program was still ongoing.

80. To note the success of Venue of the Year for the second year running

The Venue of the Year Award was noted. Cllr M Mallows wished to record thanks to the staff for their efforts. The Chair agreed and said that the staff were also to be thanked for coming in early and staying late to support the covid vaccination programme.

81. To note the website and social media review

The Committee noted the social media report.

Cllr P Siggers requested that the links to the now defunct Civic Hall social media be updated to link to the Town Council social media accounts.

Cllr P Siggers proposed, Cllr J Moody seconded, and it was RESOLVED to request Finance and General Purpose Committee to choose 'option 3' for the Web Accessibility option from website provider 2Commune (see below). All members agreed.

Option three:

As an alternative to the above options we offer an upgrade to our new 'Fully Responsive' template which is optimised for accessibility. We will ensure that your website meets the new colour contrast guidelines, conduct a full accessibility test on your website content and produce a personalised accessibility statement. The price is £750 + VAT. The upgrade is done on your live site and all content will remain as is. (Please note that we will not test your documents).

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

Cllr P Siggers informed the Committee that the LED lighting will be installed in the Main Hall on April 20th and the light switches will be moved from the backstage area to the main area which will make it easier for both staff and customers.

The Town Clerk informed the Committee that the internet support company have installed a new outlet in the building and will be improving the broadband speed throughout the building in early April.

Cllr P Siggers questioned if the Town Clerk could look into fixing the sensor light behind the stage in the Main Hall area, The Town Clerk agreed to request a quote from the electrician when they are next in the building on April 20th.

Cllr P Siggers requested that the Town Clerk add information regarding the battery options for the solar panelling on to the progress report and take off the section regarding charging hall users for storage.

The Town Clerk updated the Committee on the decommissioning of PDQ machines. Two terminals have been terminated along with the second line so there is now just one terminal and one line which is used quite frequently.

83. 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.

84.To review the energy tariff quotes for services at the Civic Hall.

The Town Clerk up-dated the Committee on the history of the utilities contracts. It was noted that now the Civic Hall is part of the Town Council, this has rendered the previous contracts void and has allowed us to gather quotes for a more cost effective tariff.

A chart with quotes had been circulated with the agenda for the Committee to consider.

It was proposed by Cllr P Siggers and seconded by Cllr J Moody and **RESOLVED** to ask the Town Clerk to invite a representative from Laser Energy to attend the Finance and General Purposes Committee on Monday 26th April in order to discuss energy tariff quotes for the Civic Hall. Members of this Committee would be invited to attend.

The meeting closed at 8.25pm.

Signed _____ Chairman Date _____