

## Notice of a meeting of the

**Environment and Climate Committee**  
Monday 15<sup>th</sup> November 2021 at 7.30pm

Ladygrove Room, Civic Hall



**Members of the Environment and Climate Committee are invited to attend a meeting on Monday 15<sup>th</sup> November 2021 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).

**Please note that any participants will be required to wear a mask at all times and to have a negative lateral flow test on the day of the meeting. Please do not attend if you feel unwell whatever the result of your test.**

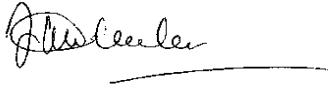
At the relevant time during the meeting, the Chairman will invite members of the public to present their questions, statements, or petitions. To find out about participation, please email the Planning and Environment Officer at [lblake@didcot.gov.uk](mailto:lblake@didcot.gov.uk).

Town Clerk  
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OX11 7HN

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# Agenda

1. To receive apologies.
2. To receive declarations of interests. Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct.
3. To agree the minutes of the meeting held on 13<sup>th</sup> September 2021 as a true and correct record **(attached)**
4. Questions on the minutes and review the progress report **(attached)**
5. To note the Outdoor Services Manager's Report **(attached)**
6. To consider the suggested budget for 2022-2023 **(attached)**
7. To consider the suggested annual service charge for 2022-2023, for the allotments, the cemetery the lakes and the pitches, and recommendations to the Committee **(attached)**
8. To consider the purchase of an Outdoor Services vehicle and recommendations to Committee **(attached)**
9. To consider the bus shelter cleaning report and recommendations to the Committee **(attached)**
10. To consider the Remembrance Garden project in Kynaston Road Cemetery report **(attached)**
11. To consider the 'Plant in Remembrance' project estimated costings report **(attached)**
12. To consider the Ladygrove Lakes future plans report and recommendations to the Committee **(attached)**
13. To consider the Allotment Inspections Mobile App Integration Support and Maintenance software from Rialtas report and recommendations to the Committee **(attached)**
14. To consider the updates and recommendations to the Committee from the Allotment Liaison Group and to note the ALG's draft minutes of the meeting held on 19<sup>th</sup> October 2021 **(attached)**



Janet Wheeler  
**Town Clerk**  
9<sup>th</sup> November 2021

**Voting members:**

Cllr A Macdonald (Chair)  
Cllr C Wilson (Vice Chair)  
Cllr M Walsh  
Cllr P Davies  
Cllr P Giesberg  
Cllr A Thompson  
Cllr A Hudson

**Nominated Substitute Members**

Cllr P Siggers  
Cllr A Sandiford  
Cllr D Macdonald  
Cllr J Durman  
Cllr D Chandran

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## Didcot Town Council

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**Environment & Climate Committee**  
Monday 13<sup>th</sup> September 2021 at 7.30pm  
All Saints Room, Didcot Civic Hall



## Minutes

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

### PRESENT

#### Councillors:

A Macdonald (Chair)  
C Wilson (Vice Chair)  
P Davies  
A Hudson

M Walsh  
A Thompson

#### Officers:

Mrs J Wheeler (Town Clerk)  
Mr R Harris (Outdoor Services Manager)  
Mrs L Blake (Planning and Environment Officer [minutes])  
Mr C Stacey (Reception and Finance Administrator)

### 32. To receive apologies.

Cllr P Giesberg tendered his apologies for the meeting.

### 33. To receive declarations of interest.

No declarations of interest were received.

**34. To approve the minutes of the meeting held on the 19<sup>th</sup> July 2021.**

It was **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and note them as such.

All members agreed.

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

The Committee heard the updates for each item as listed on the following 2 pages.

Action	Topic	Responsible	Rating	Meeting 19.07.2021	Meeting 13.09.2021
Tyne Avenue		Councillors	Amber	It was decided to liaise with the Football Club to see if DTC can maintain the first 2m on a temporary basis.	It was agreed to send a letter to the football club and update members of the progress via email.
Bus Shelter on Avon Way		Officers	Amber	The PEO will be meeting a representative from Externiture 13 <sup>th</sup> May – an update will be available prior to the meeting.	It was confirmed that the ground works and install will start w/c 11 <sup>th</sup> October, after a small delay.
Edmonds Park Play equipment		Councillors	Amber	The Park was being monitored.	The Park is being monitored.
Edmonds Park Pavilion (demolition)		Officers	Amber	The matter was on the agenda for information. XXX	Demolition was completed. The ground works for the concrete base were due to start shortly.
Edmonds Park Pavilion (construction) & Splash Park		Officers	Amber	Planning application had been submitted for the Pavilion. The Pavilion and Splash Park Working Group had been agreed. The members of the group were confirmed to be: Cllr P Siggers, Cllr A Hudson, Cllr J Moody, Cllr D Chandran, Cllr A Macdonald, Cllr P Davies and Cllr A Dearlove.	The project was still awaiting planning permission. Once received, a date for the next Working Group meeting would be set.
Ladygrove Sandpit – Improvement of Ladygrove Park		Officers	Amber	The OSM and PEO met with a company to discuss funding options for park improvements.	The matter was addressed in the Outdoor Services Manager's report.
Bus Shelter		Officers	Amber	The PEO was awaiting an	There was no progress to report.

adoption				update from Taylor Wimpey.	
Creation of 'wild' areas of the Town Council's parks		Councillors	Amber	The matter was addressed in the Outdoor Services Manager's report.	The matter was addressed in the Outdoor Services Manager's report.
Installation of Notice board at Corner Stone		Officers and Councillors	Amber	The PEO had contacted Sustainable Didcot for an update. The noticeboard had been ordered and the planning permission was due to be applied for.	No further updates had been received.
Wildflower Meadow, Mowbray Fields		Officers	Amber	The PEO contacted Sustainable Didcot and informed them that once they are ready to contact SODC, DTC would show their support.	No further updates had been received.
Relocating and installing new bins in Ladygrove		Officers	Amber	SODC needed to conclude their mapping project first, to assess the need. It was confirmed that the bin on Mersey Way could be relocated.	The PEO confirmed that the bin would be relocated in the next 2-3 weeks.
Table Tennis Tables		Officers	Amber		Three Table Tennis Tables were installed in Edmonds Park, Great Western Park and Ladygrove Park.
Tidying up of the noticeboards				It was agreed that the Outdoor Team would tidy the boards up with fresh paint and remove old pins.	It was confirmed this would be done when the team can do so.
Terms of reference		Councillors & Officers	Amber		No suggested amendments had been received.

### Tyne Avenue

Cllr P Davies enquired as to the progress of the communication with the Football Club regarding the Council taking on the maintenance of the first 2m of grass outside their building.

It was **AGREED** that a letter would be drafted and sent to the football club, to ask permission to cut the first 2m of grass (Appendix 1&2).

Cllr A Macdonald requested an update via email to members.

This item will remain on the progress report to be monitored.

### Minute 23 - Tree replacement

Cllr M Walsh enquired as to the progress of replacing the trees which had been felled in Edmonds Park.

The OSM explained that a draft Tree Policy has been drawn up and awaits approval.

### Minute 27 - Bees/Insurance

Cllr P Davies enquired about the cost to the insurance regarding bees on the allotments.

The OSM explained that the insurance had required various forms and risk assessments to be drafted prior to allowing bees on site.

It was **AGREED** that the OSM would continue to liaise with the insurance company and answer the questions they have asked.

### Table tennis tables

There was concern regarding the location of the table tennis table in Edmonds Park, due to the tree it sits under. It was also mentioned that Didcot Town Council may need to put down grass matting around the tables to avoid slippery mud/grass in winter.

It was **AGREED** that a report be presented at the next Environment and Climate Committee meeting.

### Terms of Reference

It was **AGREED** that Cllr C Wilson and Cllr P Davies investigate suggested changes to the terms of reference and present them at a future meeting.

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



The Committee noted the Outdoor Services Manager's report.

It was **AGREED** to add 'Bee Policy' to the progress report.

#### Cemetery

It was **RESOLVED** to approve a 3-seater, teak memorial bench application.

#### Ladygrove Lakes

Cllr P Davies requested that the fence surrounding the smaller lake be removed.

It was **AGREED** to review the need for the fencing.

#### Smallbone Recreation Ground

The Committee **RESOLVED** to allow Officers to apply for s106 funds to replace the fence at Smallbone Recreation Ground.

#### Ladygrove Park

It was **AGREED** further investigations be made as to the repositioning of the large piece of playing equipment.

#### Broadway flower beds and Civic Hall

The Committee **RESOLVED** for the Outdoor Team to create three further wildflower sites, at the banks along the entrance to Edmonds Park, the bank by the basketball court in Marsh Recreation Ground, and at the verge toward the end of the current wildflower bed by the Civic Hall.

#### Events

##### 1. Ladygrove Park

Hatwell Fair requested dates for October:

- Arrive Monday 4<sup>th</sup> October
- Open Thursday 7<sup>th</sup>-10<sup>th</sup> October
- Close for 3 days for a deep clean
- Open Thursday 14<sup>th</sup>-17<sup>th</sup> October
- Leave Monday 18<sup>th</sup> October

It was **RESOLVED** to **approve** these dates.

#### Tree works

It was proposed by Cllr M Walsh, seconded by Cllr A Thompson and **RESOLVED** to commit to the purchase and planting of three native trees for Edmonds Park, to replace those which had to be removed.

Staff Communication

The Committee discussed the options of communication for the Outdoor Team, mobile phones, and/or radios and AGREED that radios should be considered.

It was **RESOLVED** to submit a report to the Finance and General Purposes Committee to consider the communication options for the Outdoor Team.

**37. To note the update of the demolition of the pavilion in Edmonds Park.**

The Committee noted the update.

**38. To consider the end panel supply and installation quote for the bus shelter near the Orchard Centre and the recommendations to Committee.**

The Committee considered the report.

It was proposed by Cllr A Macdonald, seconded by Cllr A Thompson and **RESOLVED** to accept the quotation and to commit to the purchase and installation of the full end panel to the bus shelter near the Orchard Centre/Cineworld, at a cost of £1,020.00 (including VAT) from cost centre 9059.

The PEO will investigate companies for cleaning the shelters owned by DTC.

**39. To consider the Cemetery report and the recommendations to the Committee.**

The Committee considered the Cemetery report.

It was **RESOLVED** to install a shingle access path through the middle of the cemetery, alongside the hedge to aid the Outdoor Team with the maintenance of the hedge and to install a noticeboard at the entrance of the cemetery to display all rules, regulations, and cemetery byelaws.

The cost for these would be taken from cost centre 3154 ('Cemetery Maintenance').

The Committee noted the draft amended cemetery documents. It was **RESOLVED** to adopt the revised application forms and the rules and regulations and to review them in future, if necessary.

The Committee discussed the Remembrance Garden proposal, and it was **RESOLVED** to approve the project in principle and requested that the PEO write a report on costings, to be presented at the next Committee meeting.

**40. To consider the Plant in Remembrance report and the recommendations to the Committee.**

The Committee considered the report.

The Committee **RESOLVED** to accept the Plant in Remembrance project in theory but requested that the PEO submit a detailed costing report to the Committee.

**41. To consider the Inclusive Play Equipment report and the recommendations to the Committee.**

The Committee considered the report and noted the need for more inclusive play equipment in the Play Parks in Didcot.

Cllrs A Macdonald and C Wilson confirmed they would be happy to contribute to the cost of a wheelchair inclusive swing from their Councillor Community Grants, should Didcot Town Council be eligible to apply.

It was **RESOLVED** to investigate the Community Grants and apply if eligible to cover the cost of the installation of a wheelchair inclusive swing in Loyd Recreation Ground.

It was also **RESOLVED** to apply for s106 funding for a Sensory Play area in Edmonds Park.

**42. To consider the Queen's Platinum Jubilee Avenue of trees proposal from Councillor P Davies.**

The Committee considered the proposal from Cllr P Davies and agreed that the project in principle, would be a positive contribution to Ladygrove if no trees were removed in preparation for the 'avenue'.

Cllr P Davies informed the Committee that the Woodland Trust are currently running a scheme where they are supplying 3 million saplings (on a first come, first served basis). Central Government has a 'Nature for Climate fund' including £3.9m for planting schemes in towns and the urban tree challenge too.

It was **RESOLVED** to investigate the funding opportunities for this project.

**43. To consider the Statutory Allotment Site report and the recommendations to the Committee.**

The Committee considered the report.

It was **RESOLVED** to consult with legal experts to investigate the status of the allotment sites in Didcot.

The cost of this would be taken from cost centre 1158 'Legal & Professional fees'.

**44. To note the draft minutes of the Allotment Liaison Group and to consider the ALG's recommendations to the Committee.**

The Committee noted the ALG minutes.

The Committee **AGREED** to allow Officers to progress the insect hotel project on the allotment sites.

It was **RESOLVED** to allow Officers to dedicate a small section on each allotment site for a 'wildlife' area, which would include a small wildlife pond, insect hotel and a bumble bee pod.

**The meeting closed at 21:05**

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

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

# Didcot Town Council

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17<sup>th</sup> September 2021



Didcot Town Football Club  
GWR Loop  
Meadow Stadium  
Bowmont Water  
Ladygrove  
Didcot  
OX11 7GA

Dear Didcot Town Football Club,

RE: MAINTENANCE OF THE 2M GRASS STRIP ON TYNE AVENUE

Didcot Town Council's Environment and Climate Committee resolved to submit a letter to the landowners of the verge on Tyne Avenue, next to the Football Club, to enquire about the possibility of the Town Council having permission to cut the first 2m of grass (in front of the barked area).

The cutting of the grass on this verge is all the Town Council are willing to carry out free of charge. The Council will not take responsibility of the maintenance of the trees, the barked area, the steps, or the drain.

Can you confirm that you would be happy for the Town Council to cut the first 2m of this grass along Tyne Avenue, Didcot?

Our Insurers will also need to see proof of ownership of this land in order to cover our staff and third-party liability.

We look forward to hearing from you at the earliest opportunity in order to resume this matter.

If you have any further questions regarding this, please do not hesitate to contact us.

Yours sincerely

Lucy Blake  
**Planning and Environment Officer**  
**On behalf of the Environment and Climate Committee**

# Didcot Town Council

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11<sup>th</sup> October 2021



Didcot Town Football Club  
GWR Loop  
Meadow Stadium  
Bowmont Water  
Ladygrove  
Didcot  
OX11 7GA

Dear Didcot Town Football Club,

RE: MAINTENANCE OF THE 2M GRASS STRIP ON TYNE AVENUE

Didcot Town Council has not received any communication from you regarding an enquiry to request permission to maintain the 2metre grass strip on Tyne Avenue (in front of the barked area) which had originally been sent to you on 17<sup>th</sup> September 2021.

We have attached a copy of this letter for your records and look forward to hearing from you at the earliest opportunity in order to resume this matter.

If you have any further questions regarding this, please do not hesitate to contact us.


Yours sincerely

Lucy Blake  
**Planning and Environment Officer**  
**On behalf of the Environment and Climate Committee**

Action	Topic	Responsible	Rating	Meeting 13.09.2021	Meeting 15.11.2021
Tyne Avenue		Councillors	Amber	It was agreed to liaise with the landowners and DTC's insurance providers to allow DTC to maintain the first 2m of the land, on a temporary basis.	A letter was sent to the Football Club on 17 <sup>th</sup> September 2021 (letter sent to Cllrs with agenda). A second recorded letter was sent on 13/10/21 and was received by the Football Club on 14/10/21. No response has been received.
Edmonds Park Play equipment		Councillors	Amber	The Park was being monitored.	The Park is being monitored.
Edmonds Park Pavilion (construction) & Splash Pad		Officers	Amber	The Pavilion and Splash Park Working Group met on 5 <sup>th</sup> August 2021. Decision was made at the Full Council meeting on 6 <sup>th</sup> August to go to Contracts Finders to find a replacement Architect and to find specialists to help progress this project.	Planning permission has been granted. A date for the next Pavilion and Splash Park working group will be arranged.
Ladygrove Sandpit – Improvement of Ladygrove Park		Officers	Amber	The OSM and the PEO met with a company to discuss funding options and designs.	The OSM is still waiting on two quotes for the work.
Bus Shelter adoption		Officers	Amber	There was no update to report.	The PEO is awaiting an update on the draft agreement with Taylor Wimpey.
Creation of 'wild' areas of the Town		Councillors	Amber	The wildflower bed on the Broadway is growing well. Other areas agreed to	This matter is addressed in the OSM report.

Council's parks				become wildflower areas included the Civic Hall Car Park and the beds outside Edmonds Park.	
Installation of Notice board at Corner Stone		Officers and Councillors	Amber	There was no update to report.	No update has been received.
Wildflower Meadow, Mowbray Fields		Officers	Amber	There was no update to report.	No update has been received.
Tidying up of the noticeboards		Officers	Amber	It was confirmed that this would be done as soon as the Outdoor Team had some time.	This will be done in the winter months.
Terms of Reference		Councillors & Officers	Amber	It was agreed that Cllrs P Davies and C Wilson draft some suggested amendments for the Committee to consider.	The Chair and the Town Clerk agreed this item should be addressed prior to the Annual meeting of the Town Council.
Wheelchair Inclusive Swing		Councillors & Officers	Amber	It was resolved to apply for the Councillor Community Grant if eligible.	The Councillor Community grant was applied for on 30/09/2021.
Installation of a full end panel to the shelter outside Cineworld		Officers	Amber		The order for this panel was sent to the production team on 1 <sup>st</sup> October 2021. A permit will be needed for the work to be carried out on site. Installation is due on 19 <sup>th</sup> November 2021.
Beekeeping policy on		Councillors & Officers	Amber	The Committee requested the progress of the draft	The matter is addressed in the Outdoor Services Manager's report for



allotments				beekeeping policy be added to the progress report.	consideration.
Jubilee-Avenue of Trees		Councillors & Officers	Amber	It was RESOLVED to investigate the funding opportunities for this project.	This matter was discussed at the Jubilee Working Group and Officers are investigating opportunities for funding.
Edmonds Park Pavilion (demolition)		Officers	Green	The demolition had been completed. Debris was to be removed.	<p>The old pavilion has been demolished and all debris removed. The concrete slab has been finished and the site is safe and secure.</p> 

					
Relocating and installing new bins in Ladygrove		Officers	Green	The PEO had been informed that the bin would be relocated by the end of September 2021.	<p>Cllr Davies confirmed that the bin had been relocated on 04/10/21.</p> 

<p>Bus Shelter on Avon Way</p>		<p>Officers</p>	<p>Green</p>	<p>A 2 bay, full end panel shelter with seating and a sedum roof was ordered on 10<sup>th</sup> August 2021. Work was due to start w/c 11<sup>th</sup> October 2021.</p>	<p>The Green Bus Shelter was installed on 16<sup>th</sup> October 2021 and is now complete.</p> 
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## Environment and Climate Committee

15<sup>th</sup> November 2021 at 7.30pm

Report author: Robert Harris



## Outdoor Services Manager Report

### Introduction

1. This report asks the Committee to consider the items which have been re-evaluated and decide if these works are to be carried out.
2. This report provides feedback on recent events within the report period and any vandalism/graffiti.

### Recommendation

3. That the Committee reviews the report, notes work completed and considers decisions and actions to be made, where required.

### Allotment's update

4. The Allotment Liaison Group met on the 19<sup>th</sup> October 2021. Draft minutes of this meeting are available to the Committee (agenda item 13).
5. The creation of allotment community ponds was discussed with the site representatives, and they agreed this in principle, if most of the plot holders agreed.  
These will be situated within the same area as the Insect Hotels and Bumble beehives. If the allotment sites have enquires about tenants having honeybees, these hives could be situated in the same location. **A draft beekeeping conditions/policy is attached for the Committee to consider and has been added to the progress report (appendix 1&2).**

6. Suggested changes to the allotment rules will need to be discussed and considered, along with the introduction of a potential probation agreement for new allotment tenants (more details of this can be found in the ALG report).

## Play Areas update

7. ROSPA training has previously been agreed. There are currently no spare dates to progress this training this year, but DTC are looking at booking in 3 members of staff for the full 2-day course for February 2022.

## Cemetery update

8. There have been one full burial and six cremated remains burials since the last Environment and Climate Committee meeting.
9. A memorial bench application has been received for a H93.5xW123xD65cm, 2-seater FSC certified timber, wooden bench, to be installed in the cemetery. The Committee will need to decide if this is approved (**decision required**).
10. There had been a homeless person sleeping at the cemetery in a tent. SODC were informed. DTC have also received numerous complaints regarding anti-social behaviour and illegal activities within the cemetery.

The Committee should decide whether now is the correct time to discuss gating the cemetery and locking it up at night (**decision to be made**).

11. A quote has been received for the access path (previously agreed by the Committee). The cost of which is **£5179.90** plus VAT. This will include:
  - a. Excavate 53L/m x 1.7m of existing grass / soil at 100mm and leave arising's on site for your uses / disposal
  - b. Supply and lay Terram / Geotextile stabilisation cloth
  - c. Supply, lay and compact 100mm of Type 1.
  - d. Supply, lay and compact Coxwell self-binding path gravel at 75mm thick.
  - e. Use excavated topsoil to reinstate the path edges.

The Committee needs to decide whether to approve this cost (**decision to be made**).

12. The company also sent through an additional quote to supply and install treated timber path edging at a cost of **£1272.00** plus VAT, for the Committee to consider.
13. DTC received a request from a Didcot resident to install a bench in the Kynaston Road cemetery in memory of a relative who is not interred there.

Links to Didcot - The deceased had moved to Didcot around 1985 and died in Didcot in 2005. The funeral took place at St Peter's Church, Didcot and the cremation was at the Oxford Crematorium. The deceased had worked for many years at the Didcot Power Station in the social club, moving on to work at Tesco's Didcot when it opened. In the later years, the deceased worked at the Army barracks on Foxhall Road.

The Committee is asked to consider whether the resident can apply to install a bench at the cemetery, or, to apply to install a bench in another location on Town Council owned land – Millenium Woods is the recommended location. The deceased used to walk their dog along this route (**decision required**).

## Parks General

14. There will be general repair works being carried out in the Play Areas at a cost of **£2530.49** plus VAT.

## Edmonds Park

15. The Old pavilion site has now been completed and the power and water have been left on site and are covered with weatherproof 'Lucy' boxes, which are locked. The gas supply is still due to be capped off underground and we are awaiting a response from British Gas to carry this out.

## Loyd Recreation Ground

16. Didcot Casuals commenced their season w/c 6<sup>th</sup> September 2021.

## Ladygrove Mounds

17. The robotic verge cutter for the work on the Ladygrove Mounds took two weeks to complete. The machine used was a different machine than previously used, which did not perform as well as the others had in the past. There were no other options available to hire at the time. These works are now all complete.

## Ladygrove Park

18. To repair the zip wire only and not replace it, would be at a cost of **£8762.08** +VAT (just a reminder that DTC do not pay VAT). **The OSM will authorise this spend unless there are any objections from the Committee.**

## Ladygrove Lakes

19. The Angling Club carried out more tidying works in and around the lakes. The OSM has had to mention to the fishing club about the reported use of drugs and possible selling at the lake, as DTC has received a few complaints from members of the public stating this was happening. The fishing club chairman has been informed that if anyone is seen using or is caught selling or using drugs, they will be banned from the lakes.
20. The OSM is waiting on a response from the EA regarding the need to keep the fencing on the smaller Lake, or not.
21. A suggested future plan is on the agenda for consideration.

## Broadway flower beds and Civic Hall - update

22. Suggested areas for further wildflower sites included:
  - The banks along the entrance to the park at Edmonds Park, we hope to wildflower the area to the rear towards the road, leaving a strip of grass to cut along the pavement so that the wildflowers don't cause an obstruction on the pavements. **(Prepared for the wildflower seeds come spring)**
  - The bank by the basketball court in Marsh Recreation Ground. **(Prepared for the wildflower seeds come spring)**
  - The verge at the end of the current wildflower bed (has previously been treated for bind weed infestation). **(Prepared for wildflower seeds come spring).**

## Events

23. Ladygrove Events:

The fair was successful. Possible requested dates for March 2022 are waiting to be sent through to DTC. DTC received one noise complaint from a member of the public stating the fair was too close to properties and went on all night. The fair closed at 9pm.

## Fair dates for 2022

24. Hatwell Fair (2022) Dates. **(Decision required)**

## Ladygrove Park

- Arrive Monday the 14<sup>th</sup> March 2022
- Open Thursday 17<sup>th</sup> March to Sunday 20<sup>th</sup> (4 days trading)
- Close 3 days.

- Open Thursday 24<sup>th</sup> to Sunday 27<sup>th</sup> (4 days trading)
- Leave Monday 28<sup>th</sup> March 2022

8 days trading chargeable. @£250.00 per day = £2000.00.

### **Edmonds Park**

- Arrive Monday the 8<sup>th</sup> August 2022
- Open Thursday 11<sup>th</sup> August to Monday 15<sup>th</sup> (5 days trading)
- Close 2 days
- Open Thursday 18<sup>th</sup> to Sunday 21<sup>st</sup> (4 days trading)
- Leave Monday 22 August

9 days trading chargeable @£250.00 per day at old 2021 rates = £2250.00

### **Remembrance Parade**

The Remembrance Parade will take place on Sunday 14<sup>th</sup> November 2.40pm.  
All road closures have been applied for and approved.

### **Didcot Play and Activity Day**

Oxfordshire Play Association has requested to hold their Didcot / Vauxhall Barracks Playday on Saturday 18<sup>th</sup> June 2022 at Edmonds Park (this is 1 week before Armed Forces day). This event is free and for “the good people of the Town and Base.”

### **Tree Works**

25. The works on the Cherry tree in Mereland Road allotments is still outstanding but will be finished in the next couple of months. This delay has been due to nesting wood pigeons.

26. DTC have had to carry out major tree works in all areas of Didcot on Council owned land due to the storm that came through Didcot on the 31<sup>st</sup> October. There were several trees lost due to the storm; 1 large Turkey oak was felled in Edmonds park and other trees in the park lost the tops. There will be additional works required on all of these to make them safe which will take the tree budget over, but these works are required and urgent to ensure the public's safety.

There was one large cherry tree that needed felling in Smallbone Recreation area, due to storm damage. The Outdoor Team managed to get all the trees cut up and made safe in the week of the storm. Only one member of staff is qualified to fell trees. A Woodchipper has been hired for two weeks from 8<sup>th</sup> November to aid the clean-up.



## Staffing

27. All the Outdoor Services Team had been asked to carry out a PCR test, due to suspected case of Covid-19. All of these appear to be negative.
28. Due to the amount of damage to trees in the recent storm, work to rectify the issues have been slow.

Two members of staff have been booked on to a Chainsaw Maintenance and Safe Use to Cross Cut Training course to enable them to cut fallen trees and make them safe. The course will run for two days in January 2022 at a cost of **£490** plus VAT.

29. Only one member of staff has the Tree Felling qualification and one other has attended the basic maintenance course prior. The Council will need to look at booking the 2 staff members already booked to attend the basic course and the other member of staff who has already completed it, to do the felling qualification. This will mean DTC will have 4 members of staff will not only be able to cut fallen trees but fell the small/medium trees that are damaged and dangerous (this will not allow them to climb).

On average the felling course is approximately £650 plus VAT per person.

30. ROSPA courses will resume in 2022. The Council will book 3 members of the Outdoor Team on to the full 2-day course at a cost of **£2235**.

The prices of the courses have increased slightly for 2022. Originally it was approved for 4 members of staff to do these courses (two on the half course and 2 on the full course) at a cost of £2220. It has now been decided that three members of staff will do the full 2-day course at a cost of £2235 (which include examinations).

31. Another important course the Team need to undergo is the PA1 and PA6 chemical awareness course, which is NPTC recognised. This will give the Town Council enough capacity to carry out the works.

The average cost of this course per person is £550.00 as of November 2021, but prices will vary between companies and may well increase at the beginning of 2022.

32. The Outdoor Team will also need to undergo specific training for digger driving. No members of the Team have received any training for this.

33. The Outdoor Supervisor will need to obtain training for things such as COSHH awareness, so that they are aware of their responsibilities towards staff and the H&S

requirements.

## **Vehicles**

34. Please see separate Vehicle report.



## Didcot Town Council

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### **Honeybee Keeping Policy and Conditions for Keeping Honeybees on an Allotment Site during the 12-month trial period**

Before Didcot Town Council consider your Bee application request, there are a few things you will need to know and adhere to.

Local branches of the British Beekeepers Association (BBKA) run 10 week Beekeeping for Beginners courses and offer advice, advanced training and examinations to their members (Didcot Town Council will not consider applications unless this course has been completed).

Being a member of this association is a requirement from Didcot Town Council. You will be required to supply proof of your membership and all qualifications obtained, when you submit your application (Didcot Town Council will not consider applications from non-members).

The first stage prior to approval is essential to identify a suitable location (It should be noted that not every plot on every site will be in a suitable location for beekeeping and able to provide adequate screening and distance from fellow plot holders).

For the 12-month trial period, it was agreed that the New Road allotment site was the most sensible plot to hold the trial on.

If approved, all hives must be registered on Beebase:

<https://www.bbka.org.uk/beebase-the-national-bee-units-registration-scheme>

Any tenant wishing to keep bees on the New Road allotment site during the trial period, must obtain written permission from the Council, subject to being approved at an Environment and Climate Committee meeting, and are subject to the conditions detailed below:

#### **CONDITIONS:**

1. Prior to approval from the Council, a request for bees to be kept on the allotment site must be in writing, using the 'Beekeeping on Allotments' application form and must include:
  - a. Contact details of the applicant - name, address, telephone number.
  - b. Evidence of being a current, paid-up member of a local British Beekeeping Association, fully affiliated to the BBKA, together with evidence of the public and product liability insurance (£10m of third-party cover). This will need to be evidenced on an annual basis to the Council by the production of a current Certificate of Insurance and details to any changes to the Beekeepers membership (this is included in BBKA membership).
  - c. Confirmation that a new Beekeeper has attended a basic course in the management of bees will be required from a local beekeeping association (affiliated to BBKA) - Unless the Beekeeper has already gained the BBKA Basic Assessment of Certificate. A copy of this will need to be provided with the

application.

- d. The proposed location of the hive on the allotment.

**Note:** The Hive must be sited in accordance with the BBKA guidelines. The exact location will need to be approved by the Town Council.

## 2. Consultation

Tenants applying to keep bees should notify neighbouring tenants of their request, both verbally and by a prominently displayed notice on their plot/notice board for a minimum period of 14 days, indicating that a request has been submitted to Didcot Town Council. On receipt of the application and following the consultation period, the Council will decide at the next Environment and Climate Committee meeting whether the allotment tenant will be granted permission to keep bees. **The Council's decision is final.**

## 3. Siting of Hive

- a. The Site should be inspected and approved by an experienced beekeeper. The applicant will need to arrange this, but the visit must include an Officer from the Council.
- b. Hives will only be allowed on individual plots that are sited a suitable distance from any public road or path, or jointly used road or path within the allotment site and have been inspected and approved by an experienced beekeeper. Where hives are not allowed on the plot, the Council will consider allocating a designated apiary area, if appropriate.
- c. The plot where the hive is to be situated, once declared suitable, must have simple screening, such as is used for windbreaks of fine mesh netting, dust screening, willow, hazel or maintained hedges of a minimum of 2.0 metres in height, to encourage the bees to fly high over neighbouring plots. Screening is to both provide protection for the bees from intrusion/vandals and to create an effective barrier, ensuring the flight path of the bees do not go directly across other plots and forces the bees to fly quickly upwards to their natural flight height when foraging.
- d. The number of hives on any approved site in total will be monitored and restricted to prevent over population of any one site.
- e. One hive will be allowed per approved allotment tenant/plot, provided on the numbers already on that site.

## 4. Training

The tenant must have completed the Basic Bee Keeping Course and gained the Basic Certificate. A copy of this **MUST** be provided with your application.

The tenant will also be required to be a member of the British Beekeepers Association (proof of this will need to be provided).

## 5. Insurance

The tenant is required to hold a current insurance policy which provides specifically for beekeeping risks and includes public liability insurance cover for a minimum of ten million pounds (£10,000,000). Membership to the BBKA should include such insurance cover.

Proof of adequate insurance quotes will be required at the application stage. Confirmation of the purchased insurance cover and a copy of the certificate will need to be provided once the application has been approved. Proof of renewal will be required each year.

The tenant must annually provide the Town Council with copies of the renewed insurance certificate and membership to the BBKA.

## 6. Stand-by Arrangements

The tenant must provide the Town Council with details of adequate stand-by arrangements to deal with emergencies, such as swarming, during any absence or unavailability of the tenant.

A signed written statement from the stand-by contact will need to be supplied, confirming they are happy for their details to be publicised.

These details should be clearly displayed on the plot/notice board.

In the case of an emergency and if the Council is unable to contact the Beekeeper or their Stand-by contact, the local bee association will be contacted to help deal with the incident and may take whatever actions are deemed necessary.

Any costs incurred with this, will need to be covered by the Beekeeper.

## 7. Maintenance of the hive

The hive must be maintained and kept in a good condition. The beekeeping allotment tenant must keep the grass/vegetation/weeds bordering their apiary cut to a reasonable length to allow free passage by other allotment holders on the site.

Management and manipulations of the hives must be at reasonable times where possible, to minimise disturbance to other allotment plots. The Beekeeper is encouraged to liaise with adjacent allotment holders in order to facilitate this and provide adequate documented paperwork for the monitoring of this. These documents should be made available to the Council, when requested.

Bee hives need regular inspection, especially between April and September when the hives should be visited at least once a week.

## 8. Strains of Bees

Only 'gentle' strains of bees will be considered, and if the bees become aggressive or exhibit excessive 'following' tendency, the Beekeeper will follow BBKA guidance to eliminate or reduce the problem (suggestions include Italian and/or Buckfast bees – NO hybrids). The import of honey bees is subject to strict control under EC and UK legislation. Full details are available online at [www.nationalbeeunit.com](http://www.nationalbeeunit.com).

If it is felt that any colony of bees has become overly defensive or otherwise unmanageable then the Beekeeper must contact their local Bee Association and/or their Bee Health Advisors to establish a suitable course of action.

## 9. Waste Products

Any beekeeping waste materials must be removed from the site and disposed of hygienically and environmentally.

## 10. Water provisions

Adequate water provisions for the bees must be made within the allotment plot to reduce instances of bees drinking from water supplies of neighbouring plots.

## 11. Protective clothing

Beekeepers must wear appropriate protective clothing when attending the bees and in so far as practical must not permit others to enter the vicinity without appropriate protective clothing. This must include full suits and face protection. Half suits are not allowed.

Any persons who do not wear appropriate protective clothing will not be permitted to keep

bees.

#### 12. Consent

The tenant owes a duty of care to:

- a. All other allotment tenants
- b. The public in the vicinity of the hive

The tenant must display a sign on their plot stating bees are located there.

The Town Council should ensure that members of the public registering for, or joining an allotment with hives, are notified at the earliest opportunity.

#### 13. Withdrawal of Consent

Didcot Town Council may withdraw the permission at any time by giving 14 days notice to remove hives, if:

- a. The tenant contravenes any of the above conditions.
- b. The tenant holder contravenes any conditions set out by their Tenancy Agreement.
- c. Substantiated information is received that requires a review of the arrangements.
- d. A new allotment tenant takes on a nearby plot then provides medical evidence that they are allergic to bee stings. However, we would expect any new tenant to be made aware of the hives before they accept a tenancy of a plot and if necessary, an alternative plot is offered on an alternative site that does not have bee keeping.
- e. Any costs resulting from withdrawal of consent shall be borne by the tenant.
- f. If an allotment tenant no longer keeps a tenancy then they will no longer be permitted to keep bees anywhere on the allotment site and will be required to remove the hive before the termination of the tenancy.

#### 14. Diseases

The tenant/beekeeper will be required to register their hives with the National Bee Unit's 'Beebase' (part of DEFRA) and keep accurate records, which should be made available to the Council, when requested.

Guidance is available here:

<http://www.nationalbeeunit.com/>

If a beekeeper suspects their bees have Notifiable Brood Diseases, such as American Foulbrood (AFB) or European Foulbrood (EFB), they should report the issue immediately to the National Bee Unit (NBU) to arrange an Inspector to assess the bees. Their details are:

National Bee Unit  
Sand Hutton  
York  
YO41 1LZ  
[nbu@apha.gsi.gov.uk](mailto:nbu@apha.gsi.gov.uk)  
0300 3030094

If diseased bees are to be disposed of, advice should be taken from the NBU on appropriate disposal methods, or their local Beekeeping Association. NBU Inspectors will supervise the destruction of bees and hives in the case of AFB and if need be, for EFB.

15. Didcot Town Council shall accept no responsibility for damage caused or making good to any hive bush through ordinary wear and tear, severe weather conditions or any other circumstances over which it has no control.

DRAFT



### Useful Contact Details

- British Beekeepers Association: <https://www.bbka.org.uk/>
- Beebase: <https://www.bbka.org.uk/beebase-the-national-bee-units-registration-scheme>
- Oxfordshire Beekeeping Association: <https://obka.org.uk/>
- National Bee Unit: [nbu@apha.gsi.gov.uk](mailto:nbu@apha.gsi.gov.uk)

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# Didcot Town Council

## Didcot Town Council: Honeybee keeping on Allotments Application form

Date of Application: .....

Allotment Site: .....

Name of Allotment Tenant (Intended Beekeeper): .....

.....

Address: .....

.....

.....

Home Telephone: .....

Mobile: .....

Plot number: .....

Proposed location of Hive: .....

Have you kept bees before?      YES       NO

If YES, do you hold any qualifications for keeping bees? .....

.....

If NO, please ensure you complete the Basic Bee Keeping Course before progressing with this application. Didcot Town Council will not accept applications from those who have not attended the 10 week Beekeeping for Beginners Course.

Are you an existing member of the British Beekeeping Association? YES  NO

If YES, please provide proof. If NO, please register as a member before progressing the application.

Does your membership include Public and Product Liability Insurance which specifically covers beekeeping risk?

YES       NO

A copy of this certificate will need to be attached to this application and proof of adequate insurance cover at renewal will be required each year.

If NO, please note – should your application be successful, Insurance MUST be in place prior to the siting of the hive. A copy of a valid Insurance Certificate MUST be provided to the Town Council.

**Have you read the Town Council's Honeybee Keeping Conditions policy regarding keeping bees on the allotments?**

**YES**  **NO**

By submitting YES you are agreeing to abide by all the Conditions set out by the Council, for keeping Honeybees on the allotments.

**Can you confirm that you have informed neighbouring tenants of your request, both verbally and by a prominently displayed notice on your plot/notice board for a minimum period of 14 days, indicating that a request has been submitted to Didcot Town Council?**

**YES**  **NO**

If YES, date signage was displayed on site: .....  
If NO, please do so before submitting your application.

**Contact details of emergency 'stand-by' contact:**

**Name of contact:** .....

**Address:** .....

.....

.....

**Home Telephone:** .....

**Mobile:** .....

**Are they happy for their contact details to be published on your allotment plot and the noticeboard on the allotments?**

**YES**  **NO**

Please note - It is your responsibility as the allotment tenant/applicant to gain permission to publicise these details. Didcot Town Council will require a written statement from the standby contact to confirm that they have given their permission for their details to be publicised at the allotment and kept on record at the Town Council Office.

**The Applicant must supply the following information:**

EVIDENCE REQUIRED	EVIDENCE ATTACHED	
	YES	NO
BBKA Membership number, including a copy of the Public and Product Liability Insurance Certificate		
Evidence that the tenant has attended the BBKA 10-week Basic Bee Keeping course (copy of certificate required)		
Contact details of stand-by arrangements of an alternative beekeeper who can be contacted in an emergency		
A written and signed statement from the stand-by contact confirming they are happy for their details to be publicised on the plot and notice board, and kept at the Town Council Office		

If NO is answered to any of these questions, please be aware that all documentation will need to be received prior to any decision being made at the next available Environment and Climate Committee meeting.

**I, the applicant, hereby accept and agree to abide by all the additional conditions for the keeping of Honeybees on the allotments (as set out in the Town Council’s Honeybee keeping Policy and Conditions document). Should my application be successful, I agree to adhere to all the good practice guidelines from the British Beekeeping Association.**

**Signed:** .....

**PRINT:** .....

**Date:** .....

**Plot no:**.....

<b>301 External Works – Central Costs</b>			
<b>3104</b>	Event Staffing	2,200	Remain the same
<b>3105</b>	Agency Staff	1,000	Remains the same
<b>3108</b>	Staff Travel	2,370	Extra visits to Willowbrook are currently needed
<b>3120</b>	Protective Clothing	2,575	Specialist clothing needed
<b>3124</b>	Telephone - Works	150	Remain the same
<b>3127</b>	Subscriptions	150	Remain the same
<b>3140</b>	Vehicle Insurance	2,932	
<b>3141</b>	Vehicle Fuel	6,000	Remain the same - Electric vehicles are causing a reduction, but fuel prices are increasing
<b>3145</b>	Machinery Costs	10,300	
<b>9034</b>	Ford Ranger Pick Up	3,980	
<b>9039</b>	Ransomes HR300 Rotary	8,000	Ongoing work needed
<b>9045</b>	Ransomes Parkway 3	8,000	Ongoing work and repairs needed
<b>9062</b>	John Deere Gator	4,000	
	<b>Overhead Expenditure</b>	<b>51,657</b>	
<b>302 Allotments</b>			
<b>3151</b>	Water Charges	2,500	
<b>3233</b>	Allotment Competition	350	Suggested increase as there were no awards in 2021
<b>3244</b>	Allotment Maintenance	2,060	
	<b>Overhead Expenditure</b>	<b>4,910</b>	
<b>3282</b>	Allotment Rents	12,000	
	<b>Total Income</b>	<b>12,000</b>	
<b>302</b>	<b>Net Expenditure</b>	<b>7,090</b>	

303 Cemetery			
3151	Water Charges	210	Remain the same
3154	Maintenance	5,000	Remain the same
3340	Rates – Cemetery	0	
	<b>Overhead Expenditure</b>	<b>5,210</b>	
3383	Cemetery Fees	17,000	
	<b>Total Income</b>	<b>17,000</b>	
303	<b>Net Expenditure</b>	<b>11,790</b>	
304 Edmonds Park			
3151	Water Charges	1,200	Remain the same
3152	Electricity	1,800	Remain the same
3154	Maintenance	12,000	Increase in tree works
3155	Security	4,000	
3170	Waste Recycling	9,500	Remain the same
3387	Pre-fab Toilets	9,500	
3388	Concrete Slab Improvements	15,500	
	<b>Overhead Expenditure</b>	<b>53,500</b>	
305 Ladygrove Park			
3154	Maintenance	7,000	
3163	Sandpit and Train	10,000	Remain the same
3165	Ladygrove Lakes	0	Remain the same
3169	Outside Table Tennis	5,000	
	<b>Overhead Expenditure</b>	<b>22,000</b>	
3183	Ladygrove Park Income	2,000	
3185	Ladygrove Lakes Income	300	
	<b>Total Income</b>	<b>2,300</b>	
305	<b>Net Expenditure</b>	<b>19,700</b>	

<b>306 Loyd Park</b>			
<b>3151</b>	Water Charges	80	Remain the same
<b>3152</b>	Electricity	200	
	<b>Overhead Expenditure</b>	<b>280</b>	
<b>308 Other Parks &amp; Recreation Areas</b>			
<b>3154</b>	Maintenance	5,500	Remain the same
<b>3166</b>	Millenium Wood Upkeep	3,000	Future work to be carried out
	<b>Overhead Expenditure</b>	<b>8,500</b>	
<b>309 Play Areas</b>			
<b>3149</b>	Bark Top-up	3,000	To be used under newly planted trees
<b>3153</b>	Play Equipment Maintenance	20,000	Remain the same
	<b>Overhead Expenditure</b>	<b>23,000</b>	
<b>310 Environmental Services</b>			
<b>3148</b>	Bus Shelter Contract	2,000	Remain the same
<b>3150</b>	Plants	2,000	Remain the same
<b>3156</b>	Seats and Litter Bins	0	
<b>3157</b>	Dog Fouling Clean-up Service	5,000	
<b>3158</b>	Trees	8,500	
<b>3159</b>	Grass Cutting	25,000	
<b>3162</b>	Football Pitch Maintenance	8,000	
<b>3168</b>	Street Furniture Maintenance	3,000	
	<b>Overhead Expenditure</b>	<b>53,500</b>	
<b>1183</b>	Bowls Club Rent	50	Remain the same
<b>3180</b>	Sports Hire	3,000	
<b>3184</b>	Funfair Hire	4,000	
<b>3186</b>	Agency Income OCC	15,000	
<b>3198</b>	Bus Shelter Advertising Income	0	
	<b>Total Income</b>	<b>22,050</b>	
<b>310</b>	<b>Net Expenditure</b>	<b>31,450</b>	

325 Projects			
9031	Tree Management - Contract	5,000	
9051	MemorialWW1 Commemorative Seat	3,000	
9059	Bus Shelters	15,000	
9060	Noticeboard Replacement	1,000	
32525	Pavilion build	30,000	
	<b>Overhead Expenditure</b>	<b>54,000</b>	
	<b>TOTAL EXPENDITURE</b>	<b>296,257</b>	Totals across all external cost centres
	<b>TOTAL INCOME</b>	<b>53,350</b>	
	<b>TOTAL NET EXPENDITURE</b>	<b>242,907</b>	

## Environment & Climate Committee

13<sup>th</sup> September 2021

Report author: Lucy Blake



## Suggested annual charges 2022-2023

### Introduction

1. As part of the budget review process, the Committee is asked to review the charges the Town Council makes for services it provides to the residents of Didcot.
2. Due to the Corona Virus Pandemic, jobs, incomes, and homes have been lost with many people worrying about the uncertainty of the future.
3. Officers have reviewed the current charges and applied the nominal 3% applied to the budget more generally. The tables shown show the item charged for, the current charge, a 3% uplift and the recommended charge.

### Recommendation

4. There has been a lot of work done on the allotment sites this year, including the need to dispose of lots of waste left by exiting plot holders. Many hours are spent by Officers chasing rent payments, inspecting the plots, asking the plot holders to improve the standard of the plot etc, therefore the Officer's recommendation for allotment increases for the 2022-23 financial year, is shown below:

Allotments	Current	3%	OSM's Recommendation
Non-Concessions	£35	£1.05	£37 (£18.50 part)
Concessions (65 or over at start of rent year)	£24	£0.72	£25 (12.50 part)
Cultivation deposit (for new plots)	£40	£1.20	£60 (OSM and ALG recommendation)
Late Payment Fee	£10	£0.30	£15



5. Most Cemetery charges were increased for 2021-2022. It is the Officer's recommendation that all cemetery charges remain the same for the 2022-2023 year.
6. As the Remembrance Garden and 'Plant in Remembrance' projects have been previously agreed, it is the Officer's recommendation to charge per item planted, as per the table below:

<b>Cemetery fees</b>	<b>OSM's Recommendation</b>	<b>Reasoning</b>
Remembrance Garden fee – lease/maintenance 10 years	Tree £250 Rose Bush £180 Additional 5-year lease £75	Tree sizes will be limited but will need monitoring. Rose bushes may require regular maintenance.
Plant in Remembrance fee (trees only) – lease/maintenance 20 years	Tree £350 Additional 10-year lease £125	These trees will be semi mature when first planted and will require more checks as they grow.

7. As is the case with the exclusive right of burial, the lease periods should be fixed for a certain number of years. The Committee should consider the lease period for the Remembrance Garden and the Plant in Remembrance project. Applicants could have the right to extend the lease after the set period if they wish. Should they decide not to, or if the Council cannot contact them (moved away from the area) the tree/rose bush will become the Town Council's property.
8. The Committee is asked to consider the recommended charges for services in 2022-23, as shown below:

<b>Fishing Permits</b>	<b>Current</b>	<b>3%</b>	<b>OSM's Recommendation</b>
Adults	£22	£0.66	£25
Adult Concessions	£11	£0.33	£12
Juniors	£11	£0.33	£12.50
Juniors Concession	£5.50	£0.17	£6
<b>Pitches</b>	<b>Current</b>	<b>3%</b>	<b>OSM's Recommendation</b>
Adults	£60	£1.80	£62
Juniors	£19	£0.57	£22.50
<b>Park Events</b>	<b>Current</b>	<b>3%</b>	<b>OSM's Recommendation</b>
Commercial Hire Per Day	£250	£7.50	£260

## **Background**

9. Officers have investigated what other Councils and Cemeteries offer and what they charge for these services. Prices are available on their websites and shown in the Remembrance Garden and Plant in Remembrance costings reports.
10. Officers are spending many administrative hours chasing allotment rents and inspecting and reinspecting allotment plots. It is hoped an increase in the deposit and late payment fee, will deter allotment holders from doing this in the future. There have been cases where a skip full size of rubbish has had to be removed from an allotment. The new deposit charge could potentially cover the cost of a small skip.

## **Legal Implications**

11. Local Councils may receive rent from tenants of their property or for herbage on their land, and charges and fees for the use of common pasture, for burials and for admission to playing fields.
12. Under the Allotment Act 1950 s.10, "Land let by a Council under the Allotment Acts 1908-1931 for use as an allotment shall be let at such rent as a tenant may reasonably be expected to pay for the land."

## **Financial Implications**

13. For 2021-22 the income from allotments was budgeted as £11,700. As of 8<sup>th</sup> November 2021, the actual YTD income for 2021-22 was £13,041. Based on this figure, should occupation remain the same, the Council could receive £13,065.55 for 2022-2023, but have suggested £12,000 income for the next year.
14. Cemetery: the number requests for burial and interments are unknown. In 2020-21 it was budgeted at £17,000. It is suggested this figure remain the same for 2022-2023.

## **Risk Implications**

15. As with any price increase for services, there may be some negativity received.
16. All new charges will need to be advertised so residents are made aware.

## Environment & Climate Committee

13th October 2021

Report author: Robert Harris



# The purchase of an Outdoor Services Vehicle Report

## Introduction

1. This report updates the Committee on the vehicles used by the Outdoor Services Team and the need for a more flexible approach to the vehicles required.

## Recommendation

2. That the Committee reviews the report, and to consider:
  - a. the options available and to recognise the present problems facing the Outdoor Services Team and the issues they face carrying out everyday duties.
  - b. the need for extra vehicles, specifically to increase the electric capacity vehicles
  - c. speeding up the role out of E Vehicles in the face of the current petrol supplier problems. This reduced the Outdoor Teams capacity to two vehicles, one a diesel vehicle and one electric.
3. The Officer's recommendation to Committee is to investigate purchasing the ET Lander which we currently have a budget for (cost centre 360 'EMR Groundskeeping Equipment). This would add to DTC's Electric Fleet and allow more flexibility if we face a future petrol supply chain problem.

## Background & Update

4. Currently the Outdoor Services Team have 2 van type of vehicles, a Gator and 2 tractors, in addition to various mowing machines. The vehicles are:
  - The new Alke (electric-purchased)
  - Ford Ranger (diesel - leased)
  - John Deere Gator (petrol - lease purchase).

The 2 tractors are owned, one a Ford with loader bucket which is over 20 years old and will need replacing in the near future, and the other which is a 5-year-old Iseki. Both are diesel.

5. The Diesel Nissan has been returned to the leasing company and DTC are awaiting the final invoice.



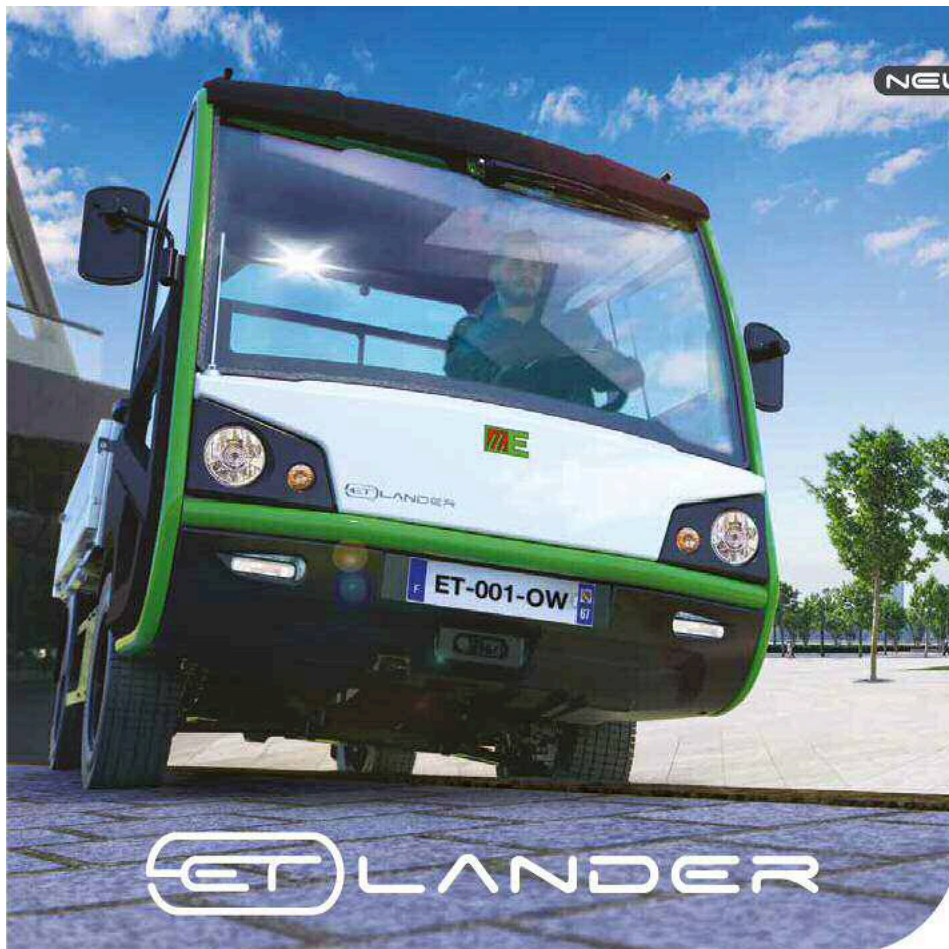
6. The Alke vehicle, similar to the picture above, replaced the Nissan Cabstar.

## ET Lander

7. The ET Lander is 100% electric and comes with options on the batteries. The vehicle can be configured to your bespoke requirements, with too many options to mention in this report.
8. A site Visit was arranged in Banbury on the 5<sup>th</sup> February 2021 and was attended by Cllr Mocky Khan, Cllr Phil Davies, the OSM and a member of the Outdoor Services Team. This allowed those attending to evaluate the vehicle and to test drive it.
9. Those in attendance were the first clients in the UK to view and drive this new vehicle. The vehicle was viewed and tested, and it was felt that this vehicle was best suited for our use.



10. This vehicle starts off at £25,000 with a basic chassis and is built up from there. Extra requirements can be added to the vehicle, depending on your need, such as a tipping back. The vehicle is bespoke to your requirements the fully loaded version costs is approximately **£35,000**.



11. The vehicle has a 1 tonne carrying capacity and can tow up to 750kg which means pulling a trailer or chipper would not create any issues.
12. It has a range of up to 8hrs running time which means using the vehicle all day would not create any battery discharging issues. The vehicle could be available in as little as a six week turn around.

The electric Pellenc range or electric tools can be used directly off the vehicle or it can be fitted with a converter so the batteries from the Pellenc range can be charged out in the field.

**ETLANDER**  
OUTLANDISHLY  
GREEN

ET LANDER, the compact utility vehicle from ETESIA.  
Eco-friendly, efficient and long-range.  
The versatile solution for urban areas and green spaces.



**ECO-FRIENDLY**

- 0 CO<sub>2</sub> emissions
- 0 sound pollution

**EFFICIENT**

- Loading area: up to 181 x 151 cm
- Loading capacity: 1 metric ton
- Towing capacity: 750 kg (trailerless trailer)

**VERSATILE**

ET LANDER the solution for urban areas...

- Compact (overall length 3,72 m)
- Tight turning radius (4,40 m outer)
- High ground clearance (201 mm) to pass over traffic control bollards

... And green spaces!

- High ground clearance (201 mm) to pass over obstacles
- Excellent drivability (off-road tyres 18x7,75/114 with 14" rims)
- Gradeability up to 35% (unloaded), even off road

**LONG-RANGE**

- Estimated range: 60 km (37 mi) with multi-purpose usage
- Battery charging time: 8 hrs (16A 230V connection)

**ETLANDER**  
OUTLANDISHLY  
VERSATILE

Spacious, well-equipped and user-friendly, ET LANDER has many a trick in its tipper to give you the best working conditions and get the job done in next to no time.



**WELCOME ON BOARD**

**A SPACIOUS, COMFORTABLE CAB**

- 2-seater cab with interior volume of 17 m<sup>3</sup>
- Easy access without step-plate
- Sound-proof, insulated and ventilated cab

**EASY TO DRIVE AND OPERATE**

- Power steering fitted as standard
- Centralised control panel with backlit membrane keyboard and 4,3" LCD display, featuring the equipment and accessory controls and information and warning indicators.

**PROFESSIONAL TOOLING**

**LOADING RAMPS**

- Quickly converted tool-free from side panels

**ELECTRIC GENERATOR FITTED AS STANDARD**

- 72VDC 230 AC Converter
- Power 2,5 kW

**3-WAY TIPPER BED**

- 3-way tipping with dual control from cab or by remote control



Designed and manufactured in France, ET LANDER is built on a robust chassis and fitted with tried-and-tested technical features. It is low-maintenance and covered by a 2-year parts and labour warranty.



**TECHNICAL SPECIFICATIONS**

**PERFORMANCE**

Maximum loading area:	181 cm x 151 cm
Maximum payload:	1 metric ton
Maximum towing capacity (brakeless trailer):	750 kg
Estimated range (multi-purpose usage):	60 km
Maximum speed:	40 km/h
Gradeability:	35° (unloaded)
Turning radius:	4,40 m (outer)

**MOTOR**

Electric motor type:	3-phase asynchronous
Nominal power:	10 kW

**TRANSMISSION**

Mechanical differential axle	
Transmission by 1/16 reduction gearing on rear wheels	

**SUSPENSION**

Front: double wishbone, Rear: leaf spring

**BRAKES**

Front: disc brakes, Rear: drum brakes  
 Mechanical service brake (hydraulically controlled)  
 Electric regenerative service brake (recovering energy for storage in the battery)  
 Mechanical parking brake (cable-operated on rear drum brakes)

**STEERING**

Mechanical steering with electric power steering fitted as standard

**BATTERY**

Lead-acid 24V 220 Ah - C5 - nominal power 16,8 kW - 36 x 2 V cells  
 Estimated charging time: 8 hours  
 Estimated operating life: 80% capacity minimum after 400 cycles

**STANDARD EQUIPMENT**

**SAFETY**

- Key-locked cab
- Driver Identification by RFID badge
- Driver presence detection
- Lap safety belt on driver and passenger seats
- Protective expanded polypropylene shock absorbers on doors
- Backup alarm
- Horn
- Hazard lights
- Flashing beacon 12V LED
- Automatic switch-off (when the driver gets up from seat)
- Ready-wired for roof equipment (controlled from cab)

**CAB & COMFORT**

- 2-seater cab
- Insulated expanded polypropylene roof
- 2 side doors with sliding windows
- 1 back window with sliding pane
- Windscreen de-misting and heating via ventilation system
- Cab interior light (LED)
- Keyless start-up (RFID badge)
- Adjustable driver and passenger seats
- Power steering fitted as standard
- 12 V socket
- USB port
- Radio

**THE CONTROLS**

- Left lever: lights, indicator and horn
- Right lever: windscreen wipers, washer fluid, selector switch
- Dashboard controls: ventilation/de-misting, steering-wheel angle setting, hazard lights
- Centralised control panel with membrane keyboard and 4.3" LCD display
- > Equipment and accessory controls:
  - ▶ Flashing beacon
  - ▶ Rear working light
  - ▶ Rear fog light
  - ▶ Front and rear 12V socket
  - ▶ Tipper lifting
  - ▶ Running with tipper lifted
  - ▶ Forward speed selector (slow/fast)
  - ▶ Windscreen de-icing

**VISIBILITY**

- 2-speed windscreen wipers with washer fluid
- LED daytime running lights
- Front lights (headlamps, dipped lamps, sidelights and daytime lights)
- Rear lights (brake lights, sidelights, reversing lights)
- Front, side\* and rear\* indicators
- Rear fog lights\* (\* LED)

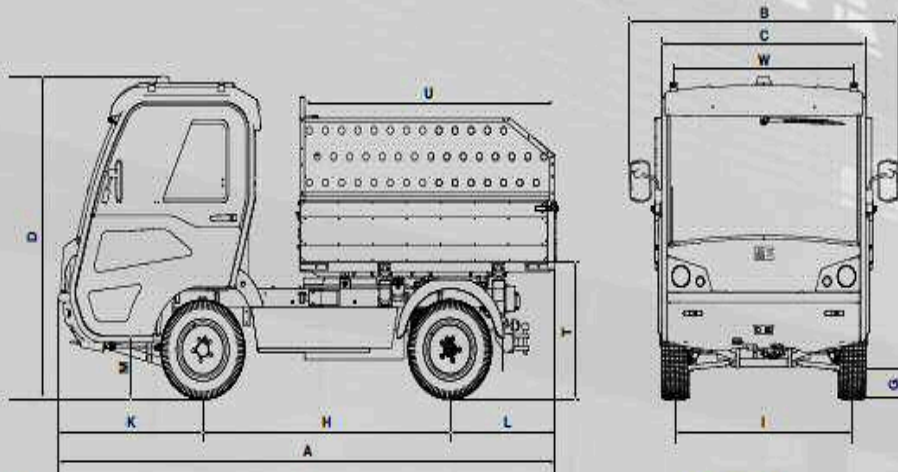
**ACCESSORIES & EQUIPMENT**

- Long bed
- 3-way tipping with cab control and remote control
- Aluminium side and rear panels h=38 cm
- Aluminium front and side extensions h=51 cm
- Converter 24V DC 230 V AC - power 2 kW (continuous) and 3.2 kW (peak)
- Roof bars
- Trailer coupling with socket
- 2 lateral storage boxes with double locking mechanism
- > Operating information display:
  - ▶ Navigation screen
  - ▶ Speed
  - ▶ Odometer
  - ▶ Battery charge percentage
  - ▶ Electric power consumption
  - ▶ Power regeneration
  - ▶ Status display with luminous indicator in text format (e.g. de-icing indicator, parking brake indicator)



# ETLANDER

BE OUTLANDISH!



## DIMENSIONS

A = Overall length	3713 mm
B = Overall width	1980 mm
C = Cab width	1510 mm
D = Height (with flashing beacon)	2012 mm
G = Ground clearance	202 mm
H = Wheelbase	1831 mm
I = Front and rear track width	1315 mm
K = Front overhang	1070 mm

L = Rear overhang	813 mm
M = Step height	417 mm
T = Loading height	854 mm
U = Interior tipper length	1816 mm
W = Interior tipper width	1515 mm
AT = Approach angle	21°
FU = Departure angle	39°

## WEIGHT

Lead battery	571 kg
Kerbweight	1695 kg
Payload	1000 kg
GVWR	2695 kg
GCWR	3445 kg

## ETESIA

ETESIA is a member of the Elmar WOLF group, backed by 60 years' experience in green space management. ETESIA is based in Alsace, France and boasts state-of-the-art production plant and research facilities. Our products are distributed in more than 30 countries worldwide.

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TEMPS FORT



## Environment & Climate Committee 15<sup>th</sup> November 2021

Report author: Lucy Blake



### Bus Shelter Cleaning report

#### Introduction

1. The Environment and Climate Committee resolved, at their meeting on 13<sup>th</sup> September 2021, to investigate companies for cleaning the shelters owned by DTC.
2. Didcot Town Council own 6 bus shelters in Didcot. The locations are:
  1. Cineworld
  2. Cow Lane
  3. Trent Road
  4. Wantage Road
  5. Barnes Road
  6. Avon Way/Dagdale Drive – new sedum roof shelter

#### Recommendation

3. The Committee should consider the quote for an initial clean on the first 5 shelters and then a second clean on all 6, six months later, and decide whether to commit to this price and a contract with this company:

Description	Quantity	Unit Price	VAT	Amount GBP
To give shelters an initial clean	5.00	49.45	20%	247.25
To clean shelters on second clean	6.00	34.30	20%	205.80
			Subtotal	453.05
			Total VAT 20%	90.61
			<b>TOTAL £</b>	<b>543.66</b>

The quote includes a price for an initial clean of the shelters (excluding Dagdale Drive) which is higher, because the shelters have not been cleaned for a while. The follow up clean will include the sedum shelter at Dagdale Drive and will be done approximately 6 months later.

“The cleans are full cleans including the roof and the shelter squeegeed down after the clean. DTC will also receive a photo of each shelter after the cleaning has taken place.”

## **Background**

4. It had previously been suggested that Officers investigate local window cleaning companies for quotes for cleaning the bus shelters. The two local companies contacted could not offer this service.
5. The one quote received was from the company who installed the sedum bus shelter on Avon Way/Dagdale Drive. This company installs and maintains bus shelters.
6. This company can offer DTC a 1-to-15-year cleaning contract but will need to have a chance to either apply for an RPI increase or review the rate as they cannot guarantee a flat rate that will last a certain number of years without any mechanism in place for a review.

## **Legal Implications**

7. Didcot Town Council will have a duty of care to users of the bus shelters.

## **Financial Implications**

8. The costs shown would be for an initial clean and a standard clean 6 months apart. The costs will vary each year. It would be down to DTC to decide on the duration of any contract.
9. The cost for the cleaning service can be taken from cost centre 3168 'Street Furniture Maintenance' (currently £3,000 available).

## **Risk Implications**

10. The Town Council will need to ensure all contractors have the relevant documentation and insurance to carry out the cleaning contract.

## Environment & Climate Committee

### 15<sup>th</sup> November 2021

Report author: Lucy Blake



## Remembrance Garden estimated costs

### Introduction

1. The Environment and Climate Committee resolved, at their meeting on 13<sup>th</sup> September 2021, to commit to constructing a Remembrance Garden in the Kynaston Road cemetery and requested Officers investigate the costings of this project.

### Recommendation

2. The Committee should consider this report and decide:
  - a. Whether to fully approve the Remembrance Garden project.
  - b. The amount to charge for this service.
  - c. To approve the supplier/list of trees and rose bushes allowed in the garden.
  - d. Whether the Council accepts the OSM's recommendation to incorporate the cost of the tree/rose bush into the application charge and order the item (once payment has been received and application approved) to ensure the quality and standard of the tree/rose bush. This project should end up being a self-funded one
  - e. Whether approval for these trees and rose bushes should be on a leased period and if so, decide how long this should be for.
3. After researching what other Council's and Cemeteries charge for similar services, the Officer's fee recommendation is shown below:

Remembrance Garden fees	Without supplying the tree/rose bush	Officer's Recommendation to supply the tree/rose bush	Reasoning
Remembrance Garden fee – lease/maintenance 10 years	£150	<b>£180 – Rose bush</b> <b>£250 - Tree</b>	Tree sizes will be limited but will need monitoring. Roses may require regular maintenance.
Additional 5-year lease		<b>£75</b>	

4. It is the Officer's recommendation that the fee includes the tree/rose bush. Once an application has been approved and the fee paid, Didcot Town Council can order the tree/rose bush and plant it.
5. The suggested amendments to the Rules and Regulations to reflect the Remembrance Garden, are shown below:

## **8. REMEMBRANCE GARDEN**

1. *All applications for a tree or rose bush to be planted in the Remembrance Garden must be made using the Town Council's Remembrance Garden application form. The Town Council reserves the right to refuse any Remembrance Garden application and will refund any payments made if it does so.*
2. *The fee for the Remembrance Garden includes the cost of the tree/rose bush and the lease/maintenance period of ten years (only trees and rose bushes from the approved list will be considered). Upon expiry of the lease the applicant has the right to extend for a further five years. Additional costs will apply.  
If the lease is not extended, the tree/rose bush will become the responsibility of Didcot Town Council.*
3. *The fee for the Remembrance Garden does not include the cost of a plaque which must be paid by the applicant once the application and text has been approved.*
4. *The fee includes the cost of the lease of the ground for a period of 10 years. Please note the price may increase due to potential increase in stock prices.*
5. *All applications will be considered at the next available Environment and Climate Committee meeting.*
6. *The Council reserves the right to remove a tree/rose bush from the Remembrance Garden should it become diseased, or if the tree becomes unsafe. The applicant will be contacted prior to the removal and given the opportunity to purchase a replacement.  
  
If for example, a tree is deemed to be an immediate danger to members of the public, prior notification may not be made.*

## **Background**

9. It would take the Outdoor Team approximately one hour to prepare the ground and plant each tree/rose bush.

10. Officers have investigated what other Councils and Cemeteries charge for similar services. Most Councils and Cemeteries supply the memorial bench/tree on lease for a set period and incorporate the cost of the items and maintenance, with the application fee. Some of these prices can be seen in the table below:

<b>Fleet Town Council</b>	<b>Fee</b>
Rose bush – lease/maintenance 15 years, including 6"x4" granite plaque with inscription	£420
Rose bush – lease/maintenance 15 years, including 7"x5" granite plaque with inscription and artwork	£540
Standard Rose lease/maintenance for 15 years, including 6"x4" granite plaque with inscription only	£540
Standard Rose lease/maintenance for 15 years, including 7"x5" granite plaque with inscription and artwork	£660
<b>Swindon Borough Council – Memorial Tree Scheme</b>	<b>Fee</b>
Ten-year initial lease (includes bronze plaque and inscription)	£575
Replacement of an existing plaque (does not extend lease)	£136
Renewal for a further ten years	£345
Replacement black metal plaque (original scheme)	£49
<b>Swindon Borough Council - Remembrance plaque (in Trees of Remembrance area)</b>	<b>Fee</b>
Ten-year initial lease (includes bronze plaque and inscription)	£294
Motif (additional cost)	£15
Colour of plaque - green or blue (additional cost)	£15
Renewal for a further ten years	£152
Replacement/additional plaque (does not extend lease)	£136
<b>Harrow Council</b>	<b>Fee</b>
Memorial Bench in one of the parks (excludes the plaque)	£860
Memorial/Celebration tree planting	£295-£395

11. If plaques were to be allowed, they would be the responsibility of the applicant to purchase and arrange. Any text would need to be approved prior to ordering. The Outdoor Team would be responsible for the installation of the plaque.

12. The OSM recommends that the Council purchase the tree/rose bush for the applicant and incorporate the cost into the Remembrance Garden Planting fee. The OSM also suggested that only trees provided by Evergreen Exterior Services and roses from David Austin are to be used, to ensure they are of good quality and remain in keeping with the aesthetic and atmosphere of the cemetery.

13. Evergreen Exterior Services supply plants and trees. These can be found on their website: <https://evergreenext.co.uk/plants-habitat/> The OSM recommends only cherry blossom style trees, in different shades of pink, be

planted in the Remembrance Garden to match the trees already in the cemetery.

David Austin's website: <https://www.davidaustinroses.co.uk> The OSM recommends that English, repeat flowering roses are used in the Remembrance Garden.

14. Once trees are planted in the Remembrance Garden, bark will be placed at the base in a circle around the tree. It is in this small area that any plaque can be installed.

### **Legal Implications**

15. Didcot Town Council will have a duty of care to all visitors of the cemetery and would need to ensure all trees/rose bushes are safe and in good condition.

### **Financial Implications**

16. Any costs associated with ground preparation could be taken from cost centre 1173 'Green Projects'. The cost of the bark chippings for the base of the trees/roses can be taken from cost centre 3149 'Bark Top-up'.
17. If the Committee decide that the Council will provide the trees/rose bushes, the applicant will need to cover this cost prior to ordering and once the application has been approved by the Committee.

### **Risk Implications**

18. The Town Council will need to ensure all trees are regularly checked and inspected and the records of which, kept for the duration of the lease period.

## Environment & Climate Committee

15<sup>th</sup> November 2021

Report author: Lucy Blake



# Plant in Remembrance on Council Land estimated costs

## Introduction

1. The Environment and Climate Committee resolved, at their meeting on 13<sup>th</sup> September 2021, to investigate further the costings associated with remembrance planting on Council owned land.

## Recommendation

2. The Committee should consider this report and decide:
  - a. Whether to fully approve the Remembrance Planting project.
  - b. The amount to charge for this service.
  - c. To approve the supplier/list of trees which will be allowed to be planted.
  - d. Whether the Council accepts the OSM's recommendation to incorporate the cost of the tree into the application charge and order the trees (once payment has been received and application approved) to ensure the quality, size, and standard of the tree. This project should end up being a self-funded one
  - e. Whether approval for these trees should be on a leased period and if so, decide how long this should be for.
3. After researching what other Council's and Cemeteries charge for similar services, the Officer's fee recommendation is shown below:

Plant in Remembrance fees	Without supplying the tree	OSM's Recommendation to supply the tree	Reasoning
Plant in Remembrance fee (trees only) – lease/maintenance 20 years	£200	<b>Approximately £350</b>	There will be more routine checks required on larger trees
Additional 10-year lease		<b>£125</b>	

4. The OSM recommends that only semi mature trees be purchased for Remembrance Planting, due to the potential dangers of saplings being vandalised.
5. It is the Officer's recommendation that the fee includes the tree. Once an application has been approved and the fee paid, Didcot Town Council can order the tree and plant it.
6. The suggested amendments to the Rules and Regulations to reflect the Planting in Remembrance project, are shown below:

## **9. PLANTING IN REMEMBRANCE**

1. *All applications for a tree to be planted in the Remembrance on Council owned land must be made using the Town Council's Planting in Remembrance application form. The Town Council reserves the right to refuse any Planting in Remembrance applications and will refund any payments made if it does so.*
2. *The fee for the Planting in Remembrance includes the cost of the tree and the lease/maintenance period of twenty years (only trees from the approved list will be considered). Upon expiry of the lease the applicant has the right to extend for a further ten years. Additional costs will apply. If the lease is not extended, the tree will become the responsibility of Didcot Town Council.*
3. *The fee for the Remembrance Garden does not include the cost of a plaque which must be paid by the applicant once the application and text has been approved.*
4. *The fee includes the cost of the lease of the ground for a period of 20 years. Please note the price may increase due to potential increase in stock prices.*
5. *All applications will be considered at the next available Environment and Climate Committee meeting.*
6. *The Council reserves the right to remove any tree should it become diseased, or if the tree becomes unsafe. The applicant will be contacted prior to the removal and given the opportunity to replace the tree.*

*If the tree is deemed to be an immediate danger to members of the public, prior notification may not be made.*



## Background

10. It would take the Outdoor Team approximately one hour to prepare the ground and plant each tree.
11. If plaques were to be allowed, they would be the responsibility of the applicant to purchase and arrange, but who would need any text approved prior to ordering. The Outdoor Team would be responsible for the installation of the plaque.
12. The OSM recommends that the Council purchase the trees for the applicant and incorporate the cost into the Remembrance Planting fee. The OSM also suggested that only trees provided by Evergreen Exterior Services are to be used, to ensure they are of good quality.
13. Evergreen Exterior Services supply plants and trees. These can be found on their website: <https://evergreenext.co.uk/plants-habitat/> As was previously agreed, only native trees could be used.
14. The exact location of the trees will need to be approved by the Environment and Climate Committee, after considering the OSM's recommendations.

## Legal Implications

15. Didcot Town Council will have a duty of care to all visitors of the Council owned spaces and would need to ensure all trees are safe and in good condition.

## Financial Implications

16. Any costs associated with ground preparation could be taken from cost centre 1173 'Green Projects'. If bark is used at the base of any of the trees, the cost of this can be taken from cost centre 3149 'Bark Top-up'.
17. If the Committee decide that the Council will provide the trees, the applicant will need to cover this cost prior to ordering and once the application has been approved by the Committee.

## Risk Implications

18. The Town Council will need to ensure all trees are regularly checked and inspected and the records of which, kept for the duration of the lease period.

## Environment & Climate Committee

15<sup>th</sup> November 2021

Report author: Robert Harris & Lucy Blake



## Ladygrove Lakes Future plans report

### Introduction

1. This report updates the Committee on the progress made from the Ladygrove Lakes Working Group and recommends future steps and goals to aid the improvement and the long-term future of the lakes.

### Recommendation

2. The Committee should consider this report and decide whether to disband the Ladygrove Lakes Working Group and set up a Ladygrove Lake Management Group.
3. If this is decided on, the Committee should:
  - a. identify the members of this Management Group – suggested members should include Councillors, representatives from the Fishing Club, the Outdoor Team and the OSM
  - b. write up a draft Terms of Reference for the Ladygrove Lake Management Group.
  - c. Consider setting a budget for any work recommended by the group
4. It is recommended that the Ladygrove Lake Management Group will:
  - a. decide the plan for going forward in more detail
  - b. decide on the immediate tasks and actions
  - c. find budgets for the works (vire this year where possible)
  - d. implement the plan as agreed

## Background

5. The Ladygrove Lakes Working Group was set up as a 'Task and Finish' group to report by September (of an unspecified year). Its purpose was "to consider the options available to address the issues causing the closure of the lakes and to develop an agreed plan."
6. In 2019/20, four problems were considered; 1. Water, 2. Oxygen, 3. Plants and animals and 4. People.  
The Environment and Climate Committee and the Finance and General Purposes Committee took the view, with justice, that if the water quantity problem could not be solved, the lakes were not long-term viable. A solar powered aerator was installed. To solve the water quantity and quality issues together, so that other problems could be tackled, a pump was also required.
7. An aerator was installed on 25<sup>th</sup> June 2021 and is currently working well.
8. The OSM is waiting on a site visit from a company which could potentially supply a pump, to keep the lake water 'topped up'. A survey will be undertaken to ascertain the correct continuous water supply which will be needed for this.

## The Ladygrove Lake Management Group

9. A suggested outline on the future working plan of the lakes can be seen below:
- 10. Immediate Improvement, tasks that can be done now and during the first year:**
  - a. Decide on the direction of the Lakes and level of investment**  
Who are the lakes for? Fishers, the public, education etc.  
The group will need to research implementations and feed back to the Environment and Climate Committee and Finance and General Purposes Committee for setting budgets.
  - b. Outline the Lakes Physical Characteristics**  
The group will need to measure the size and depth of the lakes, consider the rainfall required to fill the lakes of water and investigate the quality and nutrient content of the water.  
Any invasive species of plants and wildlife would need considering when formulating a management plan and may require separate plans after ecological surveys. Preference would be for more/only native species.  
This will allow the group to gain an overall picture of the health of the Lakes and the eco system, whilst identifying any potential problems.

**c. Pump**

The quote for a bespoke made pump, which will need to be designed so that it allows water to be brought from the northern boundary to the lake, has not been received yet. The site visit is due imminently.

**d. To enhance the Lakes**

This will not only make the lakes more aesthetically pleasing, but it will also allow resting places for the fish and spawn area/grounds.

The plants will act as a filtration system, with water lilies also reducing the UV levels on the water surface, by reducing the amount of open water.

Examples of these plants were presented to the Environment and Climate Committee on 19<sup>th</sup> July 2021 and included:

- Iris Louisiana Ann Chowning
- Dwarf Hairgrass
- Japanese Clematis Iris
- Water Lilies
- Hornwort
- Water Violet

Planting can be carried out by the Outdoor Team and the Fishing Working Group.

By introducing Snails and Mussels, silt waste management in the lakes will improve.

**e. To add enhancement to the area**

Work should be carried out to enhance all things flora and fauna and to create habitats, and to reduce the Canadian Geese population by means of restricting their nesting areas, or oiling the eggs, and to draft up a plan to deal with the rat problem at the lakes.

**f. Removal of fish from the small lake, or other approaches**

The fish can be moved from the small lake to the larger lake, whilst the future of the smaller lake is discussed. DTC could leave the smaller lake to 'wild over' into rushes, creating a natural boggy, reeded area. Reeds will need to be planted. The overflow pipe will need permanently blocking off to stop the loss of water from the larger lake.

What would public access be like to the reed area?

**g. Fish**

Decide on a plan regarding the fish and whether DTC want to consider eradicating non-native fish, such as the Asian/Grass Carp.

The group will need to decide on the fish choice for restocking the lake in the future.

#### **h. Research and consult**

It would be a positive thing to engage with the public in consultation regarding the future of the lakes, hold public meetings and investigate funding opportunities. DTC could involve local schools with the lakes, allowing them access to educate the children on wildlife and the environment.

#### **i. Trees, decking and signs**

Budgets will need to be set specifically for these works. Trees are overhanging the lakes and will need cutting back.

Signs and interpretation boards should be purchased to educate visitors as to what the lakes offer, how to help look after them and general information regarding the local wildlife. This will help inform visitors of issues resulting from algae and depleted eco systems, for example, and suggest ways in which they can help reduce the risks.

The decking (fishing swims) at the lakes need to be considered for repairs and ongoing works.

### **11. Longer term plans:**

The Ladygrove Lake Management Group will need to agree and implement longer term plans and directions including fundamental repurposing, detailed planning, costing and expenditure of the Lakes.

There will be a need to consider how things such as bread in the lakes, fishing baits, leaf fall in winter, affect the lake and its eco system and decide the best way of tackling them. Whether this be education alone, or education and the use of aids, such as bacterial and enzyme solutions introduced into the water to help the lake's overall health.

The Group will need to investigate how the Lakes can enhance the Town and concentrate on Climate issues.

These ideas will help Didcot and the Tow Council shows its commitments in practice to its recognition of the Climate and Ecological Emergency and improve the "green credentials" of the Town Council.

## **Legal Implications**

12. Didcot Town Council will have a duty of care to all visitors of the Lakes and will need to ensure that anything newly installed is safe and secure and anything that is planted is safe for the environment.

## **Financial Implications**

13. There will be costs involved with improvements to the Lakes. There is £10,000 in cost centre 324 'Ladygrove Lakes' in ear marked reserves. This could cover the immediate improvement tasks of the group, buying plants, reeds, snails and mussel, signs, and the cost of pruning the trees over hanging the lakes.  
The cost of the pump is unknown.

## **Risk Implications**

14. There will be no risks involved with disbanding the Ladygrove Lake Working Group and setting up a Ladygrove Lake Management Group.
15. There would be risks involved with carrying out work at the Lakes. DTC will need to ensure that anyone doing so are fully aware of all risks, have the relevant RAMS, knowledge, and safety equipment.

## Environment & Climate Committee

15<sup>th</sup> November 2021

Report author:



# Potential relocation of the Table Tennis Table in Edmonds Park

## Introduction

1. The Environment and Climate Committee resolved, at their meeting on 13<sup>th</sup> September 2021, to investigate relocating the Table Tennis Table in Edmonds Park, due to the tree it sits under.
2. The Committee also wanted to investigate installing rubber matting around the table.

## Recommendation

3. The Committee should consider this report and decide:
  - a. whether to relocate the table tennis table
  - b. whether to purchase rubber matting to surround the table
4. If relocating the table is agreed, the Committee should decide whether the work should be done by the Outside Team, or whether to accept the quote for an external company to do the work.

## Background

5. Didcot Town Council installed 3 new Table Tennis Tables in Ladygrove Park, Great Western Park and Edmonds Park in the summer of 2021.
6. The Outdoor Team installed the tables, cementing them into the ground.
7. The table in Edmonds Park was situated under a tree, next to a bench for families to sit and watch and near to the Outdoor Services Depot, where the team can monitor the wear and tear easily.

8. The advice from Sport England, Ping Community and Table Tennis England, state consideration needs to be made regarding location:
  - a. The elements – A more sheltered area would be most suitable. A very windy location won't work very well.
  - b. Seating - People enjoy watching ping pong as well as playing and seating offers somewhere for people to watch and wait for a table to become available.

It was decided that because of this, the current location was suitable as it offered seating and protection from the elements for the table users (sun, wind etc).

9. The Committee noted, at their last meeting, concern regarding 'sap' from the tree littering this table. Due to the proximity of the tree, this has also resulted in lots of 'bird droppings' landing on the table.
10. The Outdoor Team do not have the equipment to dig out the concrete foundations. This would need to be done by hand and would take a day approximately to be done. DTC could hire a 'breaker' at an additional cost. A risk assessment will need to be drawn up for this as the staff have had no training on using this equipment.
11. The other option DTC have is to hire an external company to relocate the table and install rubber matting. This would also be at an additional cost.

One quote to relocate the table has been received from Company A:

*"To relocate the existing table tennis table including concrete foundations and 9m2 of safety surface grass matting to work as a wear pad.*

***Total cost of above work £1152.08."***

## **Legal Implications**

12. Didcot Town Council will have a duty of care to all users of the Table Tennis Tables.
13. The Tables will be added to the asset register and the insurance.
14. Any external contractors will need to provide all the relevant documentation (RAMS).



## **Financial Implications**

15. There will be costs involved with relocating the table. The cost can be taken from the 'Outside Table Tennis' cost centre 3169.

## **Risk Implications**

16. The Town Council will need to ensure any contractors are fully insured and risk assessed.
17. If the Outdoor Team are to do the work inhouse, the staff will need to make sure they have knowledge of how to use any equipment which has been rented.

## Environment and Climate Committee 15<sup>th</sup> November 2021

Report author: Stuart Mundy



# Allotment Inspections Mobile App Integration Support and Maintenance software from Rialtas, report

## Introduction

1. The Town council currently uses Rialtas software for its accounting and allotment records. After attending a recent webinar, they have now integrated an app called Bbits Allotments Inspections App.

The allotments inspection app can link with the existing Rialtas software and, if purchased it promises to make the recording of allotment inspection easier.

It is important to get allotments inspection right, and to ensure that they are properly recorded.

The app can be used on a mobile phone and enables the transfer of photos and data from the field to the Council's records held in the office.

## Recommendation

### **Rialtas Mobile Inspections App Integration**

Allotment Inspections Mobile App Integration Support and Maintenance      £75 per annum

### **Bbits Mobile Allotments Inspection App**

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at [info@bbits.co.uk](mailto:info@bbits.co.uk).

2. I would request approval from the Councillors for DTC to purchase the mobile app and integration through Rialtas. This would come from budget code 3233 (Allotment Competition coding due to no allotment awards taking place this

year due to COVID-19 and people not being able to work there plots as normal due to shielding)

## Background

3. Currently we will print off the inspection sheet and then write down all the details of the inspection and then add to the system. This can take a considerable amount of time just to duplicate the sheets and then type out the inspection letter.

This will also support deciding if whether to refund deposits to plot holders when the tenancy is ended. As we will have evidence on the computer, we can then be fair to give refunds provided the plot is in no worse condition if taken on.

## Implications

- Save officer time while completing the inspection process and recording of results
  - Reduction in paper use
  - Reduction in potential data errors
  - Photographic evidence of each plot and held on record
  - Inspection and image date stored securely in the cloud
  - Inspection data can be downloaded and imported into the Rialtas Allotment Management software.
4. With more allotment sites coming to the Town Council in the coming years this will make this process much easier and quicker.



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Quotation and Order Form

**Rialtas Mobile Inspections App Integration**

Allotment Inspections Mobile App Integration Support and Maintenance      £75 per annum

All of the above prices are subject to VAT at the standard rate. Bbits Mobile Inspections App costs apply, see below.

Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to Rialtas terms and conditions overleaf.

The above costs are in addition to the costs for the Rialtas Allotment Management Solution. If you do not currently have the Rialtas Allotment Management solution, please email [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk) to request a quotation and demonstration.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Council Name .....  
Name: .....  
Position (Clerk/RFO): .....  
Signature: .....

**Bbits Mobile Allotments Inspection App**

Bbits is responsible for the delivery and maintenance of the Mobile Inspections App Service which is charged at £150 a year. Bbits terms and conditions will apply. If you require a demonstration of the mobile App contact them via email at [info@bbits.co.uk](mailto:info@bbits.co.uk).

If you wish to place an order with bbits either email them at [info@bbits.co.uk](mailto:info@bbits.co.uk) or visit <https://bbitsai2.co.uk/surveys/> and select the Allotment Inspection App Service



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### **Solution Terms and Conditions**

1. Rialtas Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Rialtas Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the Rialtas Solution prior to ordering to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.
9. Rialtas are providing the following aspects of the solution:
  - a. Ability to import the Mobile Inspections App data.
  - b. Ability to view the photographs captured by the Mobile App.
  - c. Ability to provide an export of Plots and Conditions to enable BBits to configure the App with relevant information for the customer.
10. BBits are providing the following aspects of the solution, their terms and conditions will apply, and you should contact them if you have any queries.
  - a. Mobile Inspections App User Support
  - b. Mobile Inspections App Maintenance
  - c. Mobile Inspections App Database Support, Maintenance and Security
  - d. Mobile Inspections Portal to download Inspections Data
  - e. Mobile Inspections App configuration of Plot and Condition list.
11. Rialtas and BBits are each responsible for their respective aspects of the solution. As per points 9 and 10, the customer understands and will contact the relevant company related to the functionality.

## Didcot Town Council

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### Environment and Climate Committee

15<sup>th</sup> November 2021

Report author: Stuart Mundy



## Updates and Recommendations from the Allotment Liaison Group

### Introduction

1. The Allotment Liaison Group met on Tuesday 19<sup>th</sup> October 2021.
2. The current rules were discussed regarding plastic tarpaulins, water tanks and ponds on site.
3. The group also discussed adding a probation period into rules for new allotment tenants.
4. The group discussed changing the returnable deposit from £40, to £60.

### Recommendation

5. The Committee should consider the rule changes as per the draft rules provided. Three rules have been added to offer extra clarity and support for both Officers and Site representatives during inspections.
6. The Committee should consider the recommended 'Probationary Agreement' to provide extra support to Officers when managing new tenants who are not working the new plots within the first three months.
7. Officers have found that some new tenants are unaware how much work is required on the allotment and has found that their interest in it fades quickly. The recommended 'Probationary Agreement' will look to support the tenant so they can terminate the agreement at an earlier time, or encourage them to actively ask for support, within this period.

## **Background**

8. It was agreed at the last ALG meeting that the rules regarding tarpaulins, water tanks and ponds would need to be reviewed. During this year's inspections, Officers noted numerous plot holders trying to find ways around the rules and use cheaper, less environmentally friendly items, such as plastic tarpaulins, on their plots. There are currently no rules on water tanks and ponds on the allotment sites. This means plot holders are doing as they wish.
9. The site reps have brought up issues with unused plots over the previous meetings and explained that some new plot holders have struggled with their new plots and 'gave them up' without informing Officers. This means that come inspections, the plots are overgrown and have been left for a long period of time. The Projects and Services Officer researched numerous other allotment sites and found that the majority offer a probationary period. Officers believe that having a 'Probationary Agreement' in place will stop these issues from happening.
10. The reps discussed the ongoing issue of rubbish being found on the allotment plots. Due to historical issues where the cost of removing such rubbish has resulted in a large cost to the Council, it was decided that an increase in the returnable deposit could alleviate the risk of this happening again. The new cost could cover the cost of a small skip.

## **Legal Implications**

11. Didcot Town Council has a legal duty to provide allotments under Section 23 of the Small Holdings and Allotments Act 1908.
12. Any agreements would need to be signed by both parties and rules adhered too for the duration of the agreement.

## **Financial Implications**

13. As has been the case during previous allotment terminations, the cost of removing abandoned rubbish on the allotment plots has fallen to the Town Council to cover. It is hoped that an increase in the deposit charge would lower the risk of the tenants leaving rubbish on the plots. If rubbish is left, the new charge should cover the cost of hiring a small skip.

The Allotment Liaison Group's suggested changes to the Allotment Rules, are as follows:

4. Part of an allotment plot may be part-covered in cardboard or polythene sheeting for a selected period, provided it is combined with active cultivation. The polythene sheeting should be black to stop sunlight penetrating the soil and should be porous to allow water and nutrients through. The use of carpeting and tyres is prohibited for environmental reasons.

9. The use of up to 1000L water tanks are permitted within plots but the tenant will need to seek permission for this. A maximum of 1 per plot is permitted only. Water butts do not require permission.

14. Ponds are not permitted within a plot and the Council will seek permission from the reps for a wildlife pond to be constructed.



## Didcot Town Council

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THIS THREE MONTH PROBATIONARY AGREEMENT made on the 16<sup>th</sup> day of ,

Between

Didcot Town Council of Britwell Road, Didcot, Oxon, OX11 7HN  
(The Council)

and

(name)

Of (road) Didcot

(The Tenant) by which it is agreed that:

1. The Council shall let to the Tenant the Allotment Garden situated at **Cockcroft**, Didcot, Oxon and referenced as Plot **WR00** in the Council's Allotment Register for a probationary term of three months.
2. The Tenant shall pay the current returnable deposit charge as set by the Council, at the time of accepting the allotment garden and the Council will take a photograph of the allotment garden's condition for record purposes. The Town Council's Deposit Return policy will apply.
3. The Tenant shall use the Allotment Garden only for the cultivation of fruit, vegetables and flowers for use and consumption by themselves, their family, and their friends, during the probationary period and thereafter.
4. The Tenant shall not sell or undertake a business in respect of the cultivation and production of fruit, vegetables, and flowers in the Allotment Garden.
5. The Tenant shall reside within the boundary of Didcot Parish or within the Great Western Park boundary during the tenancy. Great Western Park residents may take on a tenancy, but those who do not live within the Didcot Parish, cannot join a waiting list.
6. The Tenant shall observe the Council's Allotment Rules (**Appendix 1** attached to this Agreement) and any additional Rules the Council may make or revise for the regulation and management of the Allotment Garden let by the Council.
7. The Probationary Tenancy may be terminated by the Council serving on the Tenant not less than four weeks written notice to quit, should the Tenant fail to work the allotment garden and maintain it to a high standard, follow the rules as set out by the Council, or cause a nuisance to other Tenants. The Town Council's Appeals Procedure may apply (this can be found on our website).



8. The Tenancy may be terminated by the Tenant by serving on the Council not less than 2 weeks written notice to quit.
9. On the termination of the Probationary Tenancy, the Tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise, which shall be confirmed in writing to the Tenant.
10. Any written notice required by the tenancy shall be sufficiently served if sent by registered post to or left at the party's address. Any notice to be served by the Tenant shall be addressed to the Council's Allotments Administrator.

Signed by

.....  
The Tenant

And

.....  
Allotments Administrator  
(For and on behalf of the Council)

Dated:.....



## Didcot Town Council

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### Allotment Liaison Group

Tuesday 19<sup>th</sup> October 2021 at 7:00pm

All Saints Room, Didcot Civic Hall



### Minutes

#### PRESENT

#### Allotment Representatives:

Mr A Feest	(Broadway)
Ms T Feest	(Broadway)
Mr R West	(Wantage Road)
Mr M Bartlett	(Cockcroft)
Mr T Bray	(Cockcroft)
Mr N Quinton	(Mereland Road)
Mr A Hrycko	(New Road)

#### Officers:

Mr R Harris	(Outdoor Services Manager)
Mr S Mundy	(Projects and Services Officer)

#### Councillor representatives:

Non-Present

#### Members of the public:

None.

## 1. APOLOGIES

Apologies were tendered from: -

Mrs M Samuels (Wantage Road)  
Cllr E Hards  
Cllr P Siggers  
Cllr A MacDonald  
Cllr M Walsh

## 2. MINUTES

It was **RESOLVED** that the minutes of the meeting held on 31<sup>st</sup> August 2021 be approved and was noted as such.

## 3. QUESTIONS FROM THE MINUTES

A) Sign for Broadway – This has been completed.

B) Mr A Feest raised the question about the following paragraph being added to the minutes

*The process of changing dates would take a considerable amount of time to administer the change of fees from 1<sup>st</sup> April to 1<sup>st</sup> October for all plot holders and this process could take around 18months to 2years. Each plot holder would require a new Tenancy Agreement which would require printing 2 copies and postage for each plot holder and getting a copy back from the tenant. This process would be very time consuming.*

The Projects and Services Officer explained that Cllr E Hards had asked this part of the minutes to be clarified. Mr A Feest had asked for this to be brought to this meeting as an action for future reference, as opposed to adding to the minutes.

C) ACTION – To create fly tipping posters for the Wantage Road site to be added to the fences and to investigate what action can be taken in the future – still to be completed.

D) Page 5 paragraph 1 Change “plot holder” to “plot holders” – completed.

## 4. OUTDOOR SERVICES MANAGERS REPORT

The Outdoor Services Manager explained there are a few issues still to be sorted

The Cherry Tree at the Mereland Road allotment site is still to be cut down due to nesting birds and should be resolved by Christmas.

The OSM explained plots will be relet in the first instance, and once accepted the plot will be strimmed and any rubbish removed. A photograph will then be taken. This is to ensure the Outdoor Team are not strimming and removing rubbish on numerous occasions following a termination.

BR06 – The OSM and PSO are happy to relet this plot for free for the remainder of the year, as per email sent through from Mr A Feest.

It was **AGREED** that the PSO will liaise with Mr A Feest to arrange a meeting with the plot holder interested in BR06.

Mr N Quinton explained that MR40 had been strimmed recently and the Outdoor Team had needed to ask where this plot was. The OSM explained that the team know to come to the office to get a map if they are unsure of the plot location and will bring this up with them.

The OSM informed the group of the current situation regarding the waiting lists on all sites: -

Broadway – 30  
New Road – 37  
Wantage Road – 20  
Cockcroft – 6  
Mereland Road – 4

The OSM informed the group of the plots the PSO is currently working on and will look to relet as soon as possible:

BR06 – speak with Mr A Feest  
BR23b -cleared ready to relet  
MR40 – cleared ready to relet  
NR33 – cleared ready to relet  
CK22 – cleared ready to relet

The OSM explained the major issue his team are facing with Japanese knot weed at the Cockcroft allotment site. DTC have purchased an injection system gun which will kill off 50%. The Knotweed has been treated and will be treated again in March before it starts growing again.

The PSO explained that he has worked his way through the worse plots on New Road, Wantage Road, Mereland Road and Broadway and now needs to issue final letters to some tenants on the Cockcroft site.

It was **AGREED** the PSO will send letters to the unused plots at Cockcroft by end of October.

Mr R West requested the OSM and PSO review some overgrown plots on the Wantage Road site.

It was **AGREED** that a date would be looked at when to attend Wantage Road to review the plots.

It was **AGREED** that Mr T Bray will send pictures to the PSO, of the plot at the Cockcroft site that appears to have furniture on it. The PSO will investigate and write a letter to the plot holder.

The group discussed the need to investigate a simpler process of terminating unused allotment plots. The OSM explained that DTC are writing to people by recorded delivery, email and informing the tenant by putting a copy of the any letter on the plot. The inspection process is how DTC are trying to overcome this issue and it appears to be working.

## **5. REVIEW THE UPDATED RULES REGARDING: PONDS, WATER TANKS ON PLOTS AND PLASTIC TARPAULIN**

A group discussion took place on the rule changing to the plastic tarpaulin section rule number four.

It was **AGREED** the PSO would amend the wording to read sunlight penetrating “to” the ground and look at the wording on point 4, suggested by Mr A Feest.

It was **AGREED** point 9 has no further action

It was **AGREED** after a discussion, point 14 will need to be reworded.

It was **AGREED** that the PSO will amend points 4 and 14 and re send to the REPS to consider.

Mr M Bartlett explained some allotment holders are stating the Town Council want to build houses on the allotment space. The PSO explained to the group that the allotments have a statutory status and can not be built on for development.

It was **AGREED** that the suggested rule changes will be sent to the Environment and Climate Committee to consider at their next meeting.

It was **AGREED** that the REPS will organise information regarding Didcot Allotment Society (DAS) and the shop on Laburnum Grove to put on noticeboards.

The REPS will then give this to the PSO to include when sending information to new plot holders and when sending invoices out for next years rents.

It was also **AGREED** that the REPS will also ensure the information on the boards are in date and any useful information to be added to these noticeboards.

## **6. DISCUSSION ON GREEN WASTE AND COMMUNAL COMPOSTING**

A discussion took place regarding the New Road compost bin area. The OSM explained there will be 6 bays for use by Council staff and allotment holders. There will be a bay of wood chippings, burning areas for branching and compost for soft materials and will be rotated. The concrete has been ordered but delayed due to supply issues.

Based on the success of this project this will then be rolled out to all allotment sites within a budget.

## **7. DISCUSS AND ARRANGE COLLECTION OF RUBBISH BY THE OUTDOOR SERVICES TEAM**

A discussion took place to investigate if it was a good idea to advertise when rubbish would be cleared from each site, due to potential household waste being brought onto the allotments.

It was **AGREED** that only historical or new plots holders will have items removed from the allotments.

## **8. DISCUSSION ON ALLOTMENT HOLDERS' PROBATION PERIODS FOR NEW TENANTS**

The PSO explained he had done some research into what other allotment sites offer.

It was **AGREED** that the REPS will engage with new plot holders to ensure they are ok and offer support if they are struggling and seek help. The REPS can then communicate with the PSO to support this process.

It was **AGREED** that the PSO include this with the rule's changes, for the Environment and Climate Committee to consider.

## **9. ANY OTHER BUSINESS**

The PSO handed out posters to the REPS to explain what can be burnt and information about the insect hotels, to be put up on the noticeboards.

Mr R West has expressed that if residents are complaining about the upcoming burns, Council staff should contact the REPS so they can look into the issue.

It was **AGREED** that the OSM will look at the burn dates and times of days these can be done for the next year (2022).

Mr M Bartlett explained the padlock at Cockcroft is getting hard to use. The OSM explained that new padlocks are being investigated and will report back once we have found a different lock.

Mr A Hrycko asked about if Mr B Wood is still a REP at New Road allotments. It was **AGREED** the PSO will contact him.

Mr N Quinton asked about the REP situation on Mereland Road. The PSO explained that DTC had only received 1 application. Mr N Quinton asked if he could manage on his own.

It was **AGREED** to seek clarification on this and to review the Terms of the group.

Mr T Bray **AGREED** to review the overgrown plots on Cockcroft and to report back to the PSO.

The PSO asked the group their views on the deposit for the next financial year. The group was informed of the two options: 1. Increase the deposit from £40, to £45, or 2. Increase to £60.

A vote took place, and all were in favour of increase to £60.

It was **AGREED** that the deposit should be increased to £60 for the next year. This will be sent to the Environment and Climate Committee to consider at their next meeting.

The next meeting will be arranged for February 2022.

The meeting ended at 8.35pm.