

## Notice of a meeting of the

### **Environment and Climate Committee**

Monday 16<sup>th</sup> May 2022 at 7.30pm

All Saints Room, Civic Hall



**Members of the Environment and Climate Committee are summoned to attend a meeting on Monday 16<sup>th</sup> May 2022 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**

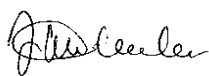
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

**Please note that the wearing of masks both in the meeting and the communal areas in the Civic Hall is advisable but not mandatory. Participants will need 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)

# Agenda

1. To elect the Chair of the Committee
2. To elect the Vice-Chair of the Committee
3. To receive apologies
4. To received 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
5. To review the Environment and Climate Committee Terms of Reference **(attached)**
6. To agree the minutes of the meeting held on 21<sup>st</sup> March 2022 as a true and correct record **(attached)**
7. Questions on the minutes and review the progress report **(attached)**
8. To note the Outdoor Services Manager's Report **(attached)**
9. To consider the Wheelchair Inclusive Swing progress report and the recommendations to the Committee **(attached)**
10. To consider the updated proposal from the LTA and the NTA regarding tennis provisions in Ladygrove and the recommendations to the Committee **(attached)**
11. To consider the bench for Ladygrove report and recommendations to the Committee **(attached)**
12. To consider the Jubilee Garden at Didcot Civic Hall and recommendations to the Committee **(attached)**
13. To note the update on the Tiny Forest project in Edmonds Park **(attached)**
14. To note the update on the Splash Park for Edmonds Park **(attached)**



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Janet Wheeler  
**Town Clerk**  
10<sup>th</sup> May 2022

**Voting members:**

Cllr Axel Macdonald (Chair)  
Cllr Celia Wilson (Vice Chair)  
Cllr Marie Walsh  
Cllr Phil Davies  
Cllr Paul Giesberg  
Cllr Alan Thompson  
Cllr Anthony Hudson

**Nominated Substitute Members**

Cllr Denise Macdonald  
Cllr Eleanor Hards  
Cllr Amanda Sandiford  
Cllr Bill Service  
Cllr Dave Chandran

## Didcot Town Council

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# Terms of Reference

## Environment and Climate Committee



1. The Environment and Climate Committee is a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting or Mayor-making) comprising 7 Town Councillors.
4. The quorum shall be four Councillors.
5. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council or Mayor-Making.
6. Number of meetings in an ordinary year: six times at intervals of approximately every two months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk at the meeting and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for the following items in respect of the Town's environment and its response to Climate Change.
  - a. The Environment and Climate budget.
  - b. Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users of the green spaces and buildings and to climate friendly requirements.
  - c. Consideration of information in respect of capital projects in relation to the parks and buildings (major and minor) including inviting and considering quotations for such work and pursuing the most climate-friendly options wherever possible.

- d. The Committee shall not have the power to make decisions on such matters outside of their budget, but in these cases will make recommendations to the Town Council.
  - e. The Committee shall wherever possible follow climate friendly practices in all areas the Environment and Climate Committee has responsibility for.
  - f. The Committee shall support the Council, within resource limitations, in any way requested by the Council, to fulfil Council responsibilities to address Climate Emergency.
  - g. The Committee shall, within resource limitations, act as a forum, assemble and appraise information offered by relevant organisations and individuals and raise matters with the Council.
  - h. The Committee shall have the power to create working groups on a task and finish basis where necessary.
  - i. The Committee shall support the Council or its representatives to contact or lobby, when necessary, other Councils, relevant authorities, and organisations as appropriate to seek to promote practices within Didcot Town Council's area addressing climate change.
10. In addition to the broad areas raised above the Committee will have the following areas of responsibility:
- a. Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including buildings (excluding the Civic Hall), parks, cemetery, allotments and open spaces, and the management and administration of Devolved Services, taking into account climate change considerations.
  - b. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Didcot's environment, or the contribution Didcot can make to addressing the Climate Emergency.
  - c. Bringing to the Council's attention Climate-related considerations.
  - d. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating, bus shelters and signage.
  - e. Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
  - f. Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
  - g. The Committee shall consider the level of hire fees, annually (excluding the Civic Hall) and make recommendations to the Finance and General Purposes Committee.
  - h. Taking forward any other matters concerning land or property, or climate action, as required by the Council.
  - i. Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors.

- j. Arranging and facilitating the Big tidy up.
  - k. Arranging and managing the Town's Christmas Tree, lights and decorations.
11. The Committee shall have delegated authority to spend within its authorised annual budgets.

Didcot Town Council

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**Environment & Climate Committee  
(acting as a Working Group)**  
Monday 21<sup>st</sup> March 2022 at 7.30pm  
Zoom



## 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)  
P Davies  
A Hudson  
A Thompson  
P Giesberg  
M Walsh  
P Siggers

#### Officers:

Mrs J Wheeler (Town Clerk)  
Mrs L Blake (Planning and Environment Officer)

### 73. To receive apologies.

Cllr C Wilson (Vice Chair) tendered their apologies. Cllr P Siggers substituted.

### 74. To receive declarations of interest.

No declarations of interest were received.

**75. To approve the minutes of the meeting held on the 17<sup>th</sup> January 2022.**

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

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



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

DRAFT



Action	Topic	Responsible	Rating	Meeting 17.01.2022	Meeting 21.03.2022
Tyne Avenue		Councillors	Amber	<p>A response was received from DTFC on 4<sup>th</sup> January 2022 via email (original letter was sent via post in December but not received) and forwarded to Committee members.</p> <p>DTFC were happy for the Town Council to maintain the verge on Tyne Avenue.</p> <p>The matter was on the agenda for consideration.</p>	<p>A further letter was sent by registered post to DTFC on 25<sup>th</sup> January 2022, asking for the club to sign an agreement (attached, 4a).</p> <p>The PEO made further contact on 8<sup>th</sup> March 2022 in regard to a response to the agreement. DTFC replied that they are <i>“happy for the council to cut this section of grass and fully appreciate this does not constitute any ownership liabilities, we are grateful for the Council's support to ensure this area is properly maintained whilst the continuation of the ownership discussions is still under review.”</i></p>
Edmonds Park Pavilion (construction) & Splash Pad		Officers	Amber	<p>Planning permission had been granted for the Pavilion. A date for the next Pavilion and Splash Park working group was to be arranged by the Property and Facilities Manager.</p>	<p>A meeting was held on 11<sup>th</sup> February 2022. Notes from this meeting were attached to the progress report (4b).</p>
Ladygrove Sandpit – Improvement of Ladygrove Park		Officers	Amber	<p>The new OSM will look into the progress of this once in post.</p>	<p>The Train and Carriage chosen by the Committee for the sandpit, had been ordered.</p>
Bus Shelter adoption		Officers	Amber	<p>The PEO was waiting on an update on the draft agreement with Taylor Wimpey.</p>	<p>No further update had been received.</p>
Creation of ‘wild’ areas of the Town Council’s parks		Councillors	Amber	<p>This matter was addressed in the Outdoor Services Manager’s report.</p>	<p>The matter was addressed in the Outdoor Services report – but the areas had been planted.</p>

Installation of Notice board at Corner Stone		Officers and Councillors	Amber	There was no update to report.	The Outdoor Supervisor was due to meet with Sustainable Didcot w/c 14 <sup>th</sup> March 2022 to discuss installing the board.
Tidying up of the noticeboards		Officers	Amber	The work would be completed during the winter months.	Work on this would be arranged for early 2022.
Wheelchair Inclusive Swing		Councillors & Officers	Amber	It was approved to arrange a meeting with residents who had responded to the open letter, to discuss the possible next steps.	The matter was on the agenda for consideration.
Jubilee- Avenue of Trees		Councillors & Officers	Amber	A site visit was arranged for 27 <sup>th</sup> January 2022. Cllrs D Macdonald, P Davies, P Siggers, A Hudson and D Rouane attended.	The matter was on the agenda for consideration.
Cemetery Notice Board		Officers	Amber		The new noticeboard was supposed to be delivered w/c 14 <sup>th</sup> March; however, it had arrived badly damaged at the supply company's office so was re-ordered. Approximately delivery would be 3-4 weeks.
Cemetery Access Path		Officers	Green		It was approved at the meeting on 15 <sup>th</sup> November to accept the quote to install a new access path at the cemetery. Work on this was delayed due to the weather, however, it was completed on 10 <sup>th</sup> March 2022.

					
<p>Installation of rubber matting for the Table Tennis tables</p>		<p>Officers</p>	<p>Green</p>		<p>Rubber grass matting was installed on all 3 table tennis tables w/c 7<sup>th</sup> March 2022.</p> 

### Metal Detecting

Cllr P Davies asked for an update on this. Officers confirmed that the information would be forwarded to the Committee by the end of the week.

### Welfare Containers at Edmonds Park

The Town Clerk confirmed funds had been agreed by Full Council and Officers were actively looking for suitable and available units.

### Tyne Avenue

As Didcot Town Football Club had given DTC permission to maintain the 2m strip of grass on Tyne Avenue, Cllr P Davies asked when the cutting of this area would commence.

The Town Clerk confirmed that the mower's had been in the garage since January 2022, being serviced. The Outdoor Services Supervisor was chasing this up. Once the mowers were returned, cutting of this area would be introduced to the Outdoor Team's mowing routine.

### Adding items to the progress report

Cllr M Walsh requested that the replacement trees for Edmonds Park, the replacement of the Zip wire at Ladygrove Park and the Tiny Forest project for Edmonds Park be added to the Progress report.

Cllr P Davies requested that signage for Ladygrove Lakes (informing visitors to not feed the ducks and geese bread) also be added.

### Installation of noticeboard at Cornerstone

The Chair informed the Committee that the noticeboard had been installed by the Outdoor Team.

## **77. To consider the Outdoor Services report.**

The Committee noted the Outdoor Services report.

### Allotments

The Committee agreed to postpone the beekeeping on allotments until 1<sup>st</sup> April 2023, although Cllr M Walsh enquired as to why DTC should postpone installing bumble bee pods on the allotments.

The Committee **RESOLVED** to delay the honey beekeeping trial on the allotments until the 1<sup>st</sup> April 2023. The Committee also **RESOLVED** to progress with the purchase of a

bumble bee pods and insect hotels on each allotment site once the new OSM is in place.

### Cemetery

The Committee discussed the extra interment space at the cemetery and **RESOLVED** to allow the resident to purchase it, if this would not cause any issues for the Outdoor Team.

The Committee **RESOLVED** to approve the memorial bench application.

### Parks General

The Committee **RESOLVED** to purchase the materials for the replacement of some of the timber surrounds around the bark areas in Edmonds Park, Great Western Park and two areas in Ladygrove Park, at a cost of **£1350.79** ex. VAT (timber and bolts) – to be taken from cost centre 3149 ('Play Bark top-up').

Officers will continue to investigate costings of bark to 'top' these areas up.

### Ladygrove Park Zipwire replacement

Cllr M Walsh asked that the previous resolution to apply for S106 or CIL funds for the replacement zipwire be retracted as the cost for this was taken from the Environment and Climate Committee's 'Play Equipment Maintenance' budgets.

The Chair confirmed no funds were applied for, as the decision would have needed to be made by the Finance and General Purposes Committee (which would have hugely delayed the project) and apologised for not making this clear to members.

### Welfare Containers for Edmonds Park

Budget for this had been approved by the Finance and General Purposes Committee and the Property and Facilities Manager was investigating what suitable units were available for purchase.

### Ladygrove Lakes

The Town Clerk explained that the exact location for the borehole, previously approved by the Committee, was unclear so suggested another site meeting with the company in order to progress with the first two steps of the borehole plan.

The meeting would be arranged once the new OSM was in post and all members would be invited to attend.

Members enquired as to the progress of catching the non-native Catfish in the lake. Officers explained that no update had been received from the Fishing Association, but they would 'chase' this up.

It was agreed that the Town Clerk could arrange for the water testing to be done at the lakes at a cost of £275.

### Events

Ladygrove Park:

- **Didcot Railway Centre Transport Rally** – Saturday 22<sup>nd</sup> May 2022, 7am-5pm

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

### Trees

400 saplings had been received from the Woodland Trust and most of them had been planted within the town. Cllr P Davies asked that this be advertised on social media. Officers would arrange this.

The Town Clerk was progressing with the Town Council's Tree Inspections.

### Ladygrove

Cllr P Davies had received a request from a resident for the Committee to consider installing a bench on the west side of Ladygrove, at the bottom of the mounds, due to the need to rest on the journey to the shops.

The Committee **RESOLVED** to investigate installing a bench in this location, whether this be a memorial bench, or a Town Council purchased bench. The cost of a bench could be taken from cost centre 3168 'Street furniture maintenance'.

Cllr P Davies mentioned again that the bus shelter on Mersey Way is missing half a section of Perspex so needed replacing. The PEO would contact the bus shelter company for a quote to replace this and forward the details to members.

## **78. To consider the Queen's Green Canopy/Jubilee Planting update and recommendations to Committee**

The Committee considered the update.

Cllr P Davies thanked the Outdoor Services Team for the work they had done in Ladygrove, clearing, and installing the new bollards.

When discussing the Queen's Green Canopy/Jubilee planting project, the Committee **RESOLVED** to allow Officers to pick the most suitable tree supplier for the TOE application, due to the new OSM's in depth knowledge of trees. The areas for planting were also agreed.

It was **RESOLVED** to arrange a meeting with SODC, once the new OSM was in post, to investigate an avenue of trees as a joint venture. Members would be invited to attend.

All members agreed.

**79. To consider the Litter pick proposed project for Didcot report and the recommendations to the Committee**

The Committee considered the report.

It was agreed to support this project by creating a page on the website to advertise litter pick sessions and gain support from the community. Cllr P Davies explained that the Ladygrove Residents Association had carried out numerous litter picks in 2021 and if DTC contact them, then they would find willing volunteers. Problematic areas could be listed and reported back to SODC. Members advised Officers to contact Biffa for the loan of equipment.

**80. To consider the proposal from Cllr P Davies regarding future projects for the shared cycle path additions to visible desired lines on Ladygrove and the recommendations to the Committee**

The Committee considered the proposal.

The proposal consisted of 3 locations in Ladygrove, for the shared cycle path additions to visible desired lines, to be considered as future projects for DTC:

- Location 1  
NE of the shops on Ladygrove from the crossing point by the rear yard entrance heading NW to the static exercise equipment under the pylons.
- Location 2  
Near the NW end of the shared cycleway under the pylons west of Avon Way towards the foot bridge over the railway into Southmead.
- Location 3 – To widen the 2m tarmac path to 3m wide  
The SW corner of the football club enclosed land and the path from the end of Bowmont Water to the connection at the far NW end under the pylons.

The Committee discussed the three locations and **RESOLVED** to allow Officers to investigate costings for the work at location 3, 'to widen the 2m wide tarmac path to a 3m wide block paved path' so that the information would be ready as a future project. The new OSM will lead on this, once in post.

All members agreed.

**81. To consider the report regarding the next steps for the Splash Park and the recommendations to the Committee**

Cllr P Davies discussed the minutes of the Pavilion and Splash Park Working Group (item 4b) where he had requested that the new Architect look at the Sports England brief, to check enough space is dedicated to changing rooms and was disappointed that the minutes did not reference this.

Cllr Hudson explained his concerns regarding a delay due to changing the design to incorporate 4 sets of changing rooms and the additional cost this would cause.

The Chair explained that this would be the responsibility of the Properties and Facilities Committee in the future and would be discussed at future meetings.

The Committee considered the report regarding the Splash Park next steps and wanted to ensure that if a Splash Park were to be constructed in Didcot, it should be of adequate size for the town.

Concerns were expressed due to the cost of replacing the rubber safety surface in 5-6 years' time and how community engagement could delay the start of the project. *Community engagement was carried out two years ago and the response was extremely positive.*

The Chair explained that the Council could apply for funding to cover the additional costs of the Splash Park.

It was **RESOLVED** to allow Splash to aid the Council in the tender design and with the planning application, at a cost of £5500.

It was also **RESOLVED** that Officers would investigate funding opportunities to put to the Finance and General Purposes Committee to consider.

**82. To discuss re-installing the pathways on the Ladygrove Mound report and the recommendations to the Committee**

The Committee considered the report.



Cllr P Davies was concerned that removing the pathways was considered an option and urged the Committee to only consider re-installing them. This would not have to mean construction work, but maintenance to what was already there. Cllrs P Giesberg and M Walsh agreed.

The Committee **RESOLVED** to re-install the pathways, once costings, materials etc had been agreed by the Committee, with the help and support of the new OSM.

In the interim, Officers would investigate options and costings for the Council.

**83. To consider the Wheelchair Inclusive Swing progress report and the recommendations to the Committee**

The Committee considered the report.

The Committee noted the ROSPA recommendation to ensure the swing is fully enclosed and concerns were raised due to the potential for the swing to feel less inclusive. Officers explained that the swings need to be locked to ensure safety to all users.


It was **RESOLVED** for Officers to investigate the possibility of a joint swing to enable an able-bodied person to swing alongside the wheelchair swing. Quotes would be sent to members.

**The meeting closed at 21:00**

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

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

Action	Responsible	Rating	Meeting 23.03.2022	Meeting 16.05.2022
Edmonds Park Pavilion (construction) & Splash Pad	Officers	Amber	A meeting was held on 11 <sup>th</sup> February 2022. Notes from this meeting were attached to the progress report.	The update on the Splash Park is on the agenda for noting.
Ladygrove Sandpit – Improvement of Ladygrove Park	Officers	Amber	The Train and Carriage chosen by the Committee for the sandpit, had been ordered.	Fixings, fittings, and sand will be transported to site after the Jubilee weekend event, when work will commence in Ladygrove Park. Work to construct the sandpit will be arranged by the OSM – although the train isn't due to be delivered until early August.
Bus Shelter adoption	Officers	Amber	No further update had been received.	No further update has been received.
Tidying up of the noticeboards	Officers	Amber	Work on this would be arranged for early 2022.	The OSM will arrange this.
Wheelchair Inclusive Swing	Councillors & Officers	Amber	The matter was on the agenda for consideration.	The matter is on the agenda for consideration.
Jubilee- Trees	Councillors & Officers	Amber	The matter was on the agenda for consideration – application was submitted 13 <sup>th</sup> April 2022.	The matter is addressed in the Outdoor Services Manager's report.
Replacement zipwire at Ladygrove Park	Officers	Amber		The new zip wire is due to be installed w/c 23 <sup>rd</sup> May 2022.
Replacement trees in Edmonds Park	Officers			The OSM will be investigating.
Tiny Forest in Edmonds Park	Officers			The matter is on the agenda for noting.
'Do not feed the Ducks' signs at Ladygrove Lakes	Officers	Amber		The 'Do not feed the ducks' signs were ordered from Scorpion Signs on 12 <sup>th</sup> April 2022, at a cost of £235.50 for the three signs.
½ end panel at the Bus Shelter on Mersey	Officers	Amber		The ½ panel was ordered on 30 <sup>th</sup> March 2022 from Externiture, at a cost of £337.35 (ex

Way				VAT). It is due to be installed on 11 <sup>th</sup> May 2022.
Timber surrounds to replace damaged sections of the bark play areas	Officers	Amber		The surrounds were ordered on 12 <sup>th</sup> April from Bouchier, at a cost of £1413.79 (ex VAT) and were delivered on 21 <sup>st</sup> April. These will be installed as soon as possible.
Cemetery Notice Board	Officers	Green	<p>The new noticeboard was supposed to be delivered w/c 14<sup>th</sup> March; however, it had arrived badly damaged at the supply company's office so has been re-ordered.</p> <p>Delivery was due in 3-4 weeks.</p>	 <p>The noticeboard was installed on 25<sup>th</sup> April 2022.</p>

## Environment and Climate Committee

16<sup>th</sup> May 2022 at 7.30pm

Report author: Fred Lamb



## Outdoor Services Manager Report

### Introduction

1. This report updates the Committee on all matters regarding the Outside Services.

### Recommendation

2. The Committee is asked to review the report, note any updates, and consider decisions and actions to be made, where required.

### Allotments

3. At present we are waiting for 20 plots to pay their 2022-23 allotment rent before the deadline of 10th May 2022.
4. Total income so far received from the allotment rents is £11,782.08. Total income received from allotment deposits so far this year is £720.00.
5. Total of 18 plots have been offered out and the tenancies accepted.
6. Waiting lists are as follows:
  - Broadway – 23
  - New Road – 24
  - Cockcroft – 10
  - Mereland Road – 3
  - Wantage Road – 28

7. Beekeeping- this will be reviewed in 2023, following a reasonable research period and an assessment as to the general risks involved.

I have approached the Bumble Bee Trust - <https://www.bumblebeeconservation.org/> with regard to best policy for improving the allotments biodiversity net gain.

8. Inspections are due and will be carried out over the course of this month

### **Cockcroft Allotments**

9. There appears to be a leak somewhere in the pipe network at Cockcroft. The rate of loss is estimated at 4l/min The water is currently only turned on, on demand, but this will need to be resolved ASAP.
10. Leak detection will cost £1000 with no guarantee of finding the leak. Replacement of the run may well come in at quite a significant cost.  
I will continue to investigate the costs involved with installing a timer on the water main at Cockcroft allotments.

### **Recommendation**

The Committee is asked to consider whether to install a timer on this site. Not only will a timer reduce the leak rate, but it may also push more rainwater harvesting on the allotment itself.

11. There is an issue with tree number 2225, a large Oak and a suppressed Scots Pine at Cockcroft allotments. These trees are lifting the concrete slab outside the allotments, affecting a block of garages on Queensway. DTC will be liable for damages resulting from this.



12. DTC has received a quote from a local contractor for the sum of £1,610 to break out the concrete base and replace with a gravel aggregate base. This will allow some movement of the root system and would hopefully mean not losing the Oak. The Oak will need reducing by 30-40% and the Scots Pine will need to be fully removed.

13. DTC would require written permission from the landowner in order to carry out any work at this site.

**Recommendation**

The Committee should consider the quote to carry out this work.

There is not enough budgeted in the allotment maintenance cost centre to cover this work, so funds will need to be found.

**New Road**

14. New Road allotments have an issue with the padlocks. A new padlock will be purchased.
15. All Saints School are keen to work with DTC on creating insect hotels for the New Road allotments. The work on this is to be arranged for after the half term.
16. A request from an allotment holder on the New Road site has been received to erect a polytunnel – size 4mx3mx2m (13.1'x9.8'x6.6'). The current rules state the maximum size of a polytunnel should be 10'x8'.

It is my opinion that the larger size should be acceptable in most cases as it is more than reasonable to have this size area for protected cropping, but current rules prohibit this.

**Recommendation**

The Committee is asked to consider whether or not to approve this request. Due to the current rules, it is the Officer's recommendation to refuse this request at this time but review the allotment rules and guidelines at a future meeting of the Allotment Liaison Group.

**Mereland road**

17. There is a fence down on the perimeter of the allotment site, where it is reported that residents are accessing the site 'uninvited'. The Outdoor Team have constructed a temporary fence using chestnut pale fencing we already have in stock. There is also an issue with the edges of the allotments being used by allotment holders.
18. The outer edges of the allotments could represent an unrecognised biodiversity opportunity if DTC were to consider planting an agricultural/mixed native hedge surrounding the site, over the next three years. The Outdoor Team could then maintain a meter maintenance strip between the hedge and the houses which would reduce the potential liability issues with the boundary. Hedgerows appear to be an underrepresented habitat across the estate.

### **Recommendation**

The Committee are asked to consider this as a future project on the allotment site and recommend this be put to the Finance and General Purposes Committee later in the year, when setting the budget for 2023-2024.

### **Broadway**



19. The coping around the perimeter of Broadway allotments is in a poor state and will need replacing in some parts. The brickwork will also need repairing and re-pointing in places.

### **Recommendation**

A quote has been received for £2,750 from a local contractor, to carry out the brick work and replace the coping.

The Committee should consider whether to accept this quote and arrange the work to be carried out, as this could potentially cause injury.

There is not enough budgeted in the allotment maintenance cost centre to cover this work, so funds will need to be found.

### **Cemetery**

20. There have been two full burials and three cremated remains burials since the last meeting of the Environment and Climate Committee.

21. A memorial bench application has been received for a bench to be installed in Edmonds Park. The bench would be a 3-seater, Teak, wooden bench 150w x 65d x 92h.

Plaque will read:

*“In Loving Memory of XXX  
(date of birth and death)  
Who loved this park. We will miss you”*

**Recommendation**

The Committee should consider approving the request and location of the memorial bench and the text of the plaque.

- 22. A Memorial bench has been replaced like-for like with an existing bench that has fallen into disrepair.
- 23. As a temporary seasonal measure, the beds in the cemetery are to be seeded with an annual “wildflower” mixture, <https://www.pictorialmeadows.co.uk/product/classic/> as it is getting late in the season to effectively establish a longer-term planting.

**Recommendation**

We will look at producing an appropriate scheme over the course of autumn through spring planting season, 2022-23.

- 24. The new cemetery notice board has been installed.
- 25. The soil box from St Birinus is expected soon.

**Parks General**

- 26. The wooden surrounds replacements have arrived; however, the half round stakes are sourced from Ukraine and therefore are unavailable. We have obtained square stakes, but these will need to be rounded/protected with a cap.
- 27. The amount of play bark needed for topping up these areas has been estimated from previous years to be approx. 60, tonne bags. Currently much of the play areas with play bark are bordering on non-compliant. The birds nest swings in Edmonds and Ladygrove have been removed as they present unacceptable hazards.
- 28. The top up bark can be purchased for £2,084, based on 24m<sup>3</sup> bags of softwood chips delivered by arctic to Ladygrove Park, Great Western Park and Edmonds Park. Assuming an even split across sites this would leave us compliant in these areas. We would then be able to carry out repairs to the surrounds and so forth when staffing levels allow, and probably look to repeat this exercise as budget allows. This keeps us in budget as the surrounds were paid for in the 2021/2022 budget. The issue currently will be staffing.

**Recommendation**

The Committee should consider approving this spend.



## **Ladygrove Park**

29. The zip wire replacement is due to be installed w/c 23<sup>rd</sup> of May.
30. There is an ongoing proposal to install an avenue of trees as a joint project between SODC and DTC in ladygrove park, location TBC.  
As it was part of the ongoing handover between myself and the previous Outdoor Services Manager, I will be in contact with the relevant parties between now and the next committee meeting and look at moving this forward.

## **Small bone Recreation Ground**

31. A new panel to replace the damaged play panel on the climbing frame, has been ordered. The Outdoor Team will probably try and re-use the existing fittings to save on cost. This is due to arrive 6<sup>th</sup> June 2022.
32. The gate continues to be a nuisance and requires re-setting. It currently does not present a major risk. Anecdotally, the system was installed incorrectly at the time, we *may* be able to get this repaired by the contractor. However, it is unlikely, and the gate will need re-setting in the near future.  
I will look into getting quotes for this for the Committee to consider at future meetings.

## **St Annes park**

33. I have met with a representative from play company and will put proposals forward in due course.

## **Welfare Containers for Edmonds Park**

34. The Property and Facilities Manager has ordered containers which are due to be delivered by the end of June/beginning of July.

## **Ladygrove Lakes**

35. It was agreed at the last meeting of the Environment and Climate Committee to proceed with the first 2 steps of the borehole plan, as proposed by Nicholls Countryside Construction Limited at a cost of £805 + VAT.
36. The borehole prognosis report has been commissioned and we await results. The dowsing has also been commissioned and again, this will be carried out hopefully by the next Environment and Climate Committee meeting. I have met with Cllr P Davis to look at the

potential locations for the well-head. The issue will be finding a source of power to operate it. One potential, since it appears not particularly energy demanding, would be to investigate some form of solar power. The other issue is to see if we can run power from the lamp post feed.

37. The next steps are to finalise the location and find power. Of the locations shown, I believe location two to be the most appropriate. Water will run through the small lake and into the main lake. This will also have the benefit of producing a small amount of flow. Which may slightly improve water quality. It is beginning to look like the summer will be a hot and dry one, so it would be useful to prioritise this as currently the most viable solution to replacing the transpiration losses on the lake. We will also look at supplying a few water lilies to the lake, as this will potentially reduce losses by keeping certain areas shaded.

### **Recommendation**

The Committee should decide on the location and how to power the borehole.

38. The water quality tests have been received from southern eco solutions and are within range and appear good. These were carried out April 2<sup>nd</sup> and would reflect the fact the lakes were currently full, weather cool, and angling pressure moderate. As the weather warms and the level drops this may well change. Anecdotally the bacterial treatments to combat the sludge and resulting algal blooms was effective at improving the water quality within the lakes. The cost of this is £2,000 per month, which is obviously not cheap. The other side of the equation is that a potential fish kills and resulting clear up, may well dwarf this in terms of cost and poor publicity.

I would suggest that once an algal bloom takes hold, the detrimental effects are rapid, highly visible and unlikely to be solvable. With the current hot weather, it would be advisable to re-run the water tests (approximately £100) to see what the updated dissolved oxygen scores are. I would also be tempted to cover the cost of initial treatment as well. We can then look as to the actual efficacy of the treatment. As the borehole is unlikely to be completed within the next three months, this would appear to currently be the only potential solution to the issues associated with the lakes.

### **Recommendation**

The Committee should consider commissioning the same company used last time, re-run the water test at an approximate cost of £100, and to commission an initial treatment, at a cost of £2,000.

The cost of these works would be taken from cost centre 324 'Ladygrove Lakes'.

39. The Fishing Club and I have approached the Environment Agency regarding restocking the lakes. This is done through the funds acquired via rod licence contributions. The EA run a year in hand so we would look at this to be done in 2023. I would imagine it would also be unlikely to happen without a guaranteed water source.
40. I've been in discussion with the Fishing Club regarding various issues to do with the lakes. The main issue is (obviously) the falling water level. Further requests and recommendations

would be a matter for future meetings. It is my opinion to re-start the Ladygrove Lakes Working Group, with a view to developing a long term, management plan.

## **Wildflower areas**

41. It might be helpful to put some more “wild” flowers about the Civic Hall whilst DTC develop planting schemes and more permanent plantings. A reasonable mix would be “Monet”:

<https://www.pictorialmeadows.co.uk/product/monet-annual-meadow/>

This would reduce maintenance time and put a bit of colour about the place.

## **Events**

### **Ladygrove Park**

#### **42. Sunday 12<sup>th</sup> June 2022 – Balance bike race event**

An independent service provider has approached DTC to enquire about hiring a small pitch size green space on Ladygrove fields for a balance bike ‘test event’. The event is for children aged between 2-7 years and it is expected that 20 people will attend.

They will set up from 7am and will pack away by 2pm.

#### **Recommendation**

The Committee should consider approving this event but also consider the charge. A full use hire of the parks is £260 for the day. The request is for a football pitch size area, so maybe the football pitch charge of £62 would be more appropriate.

### **Edmonds Park**

#### **43. Monday 23<sup>rd</sup> August 2022 – Xplorer Orienteering event**

There is a request from SODC to run a free family “Xplorer Orienteering event” on 23<sup>rd</sup> August. This will be for around 50 people, is open to the public and will run between 09:00 and 13:00.

A similar xplorer event happened last year (Bug Trial), if we were to offer the use of our facilities there may be an argument to charge for a token fee.

#### **Recommendation**

The Committee is asked to consider the date for the event and what charges, if any, to charge SODC.

**44. “All Stars Cricket”**

There is a further request from SODC to run an “All Stars Cricket” programme over the course of the summer, for an hour every Tuesday from 26<sup>th</sup> July - 30<sup>th</sup> August. The start time would be from 10.00am and would be open for 5–8-year-olds for one hour a week, during the summer holidays.

The course would be available to those on free school meals (as is linking with the new countywide ‘You Move Project’ aimed at families entitled to free school meals and DTC would link with those signed up on the project and also with the local primary schools for referrals.

There may be the opportunity for the attendees to use the welfare units during some of this time.

**Recommendation**

The Committee is asked to consider the requested dates for this event.

The Committee is also asked to consider whether or not to charge for these, although I am of the opinion that it is for the benefit the children on free school meals it would be unlikely that we should.

## **Trees**

### **Queen’s Jubilee – Green Canopy**

45. Application for this was submitted on 13<sup>th</sup> April 2022. A site visit will be conducted on the 11<sup>th</sup> May with a TOE representative to hopefully finalise any outstanding queries regarding the application.

46. Tree inspections report has been reviewed, and I have been around the areas looking at the works required. Generally speaking, the priority works on the report have been completed. There are various small issues with hung up branches that will need to be removed as they present a liability currently.

47. One member of the Outdoor Team has been forward for a basic tree inspection course. This will improve DTC’s ability to monitor the trees and raise any arboriculturally concerns.

## **Staffing**

48. It is with great sadness that we confirm the passing of Richard Dowling, a very hard-working member of the Outdoor Team. Richard had been unwell for some time and passed away at home on the 4<sup>th</sup> of May. He was a much-respected member of the team for over 12 years and will be sorely missed. We would like to look at placing some form of Memorial within the Civic Hall Garden at an appropriate time.

**Recommendation**

The Committee is asked to consider this request to construct a small memorial section in the garden at the Civic Hall, in remembrance of Richard.

49. We have two full time Gardener positions available. Job advertisements are going live on Thursday 12<sup>th</sup> May and we hope to fill these positions as soon as possible.
50. Two members of the team are being put forward for their spraying licenses.

Item 8a. Ladygrove lakes borehole locations



## Environment and Climate Committee

### 16<sup>th</sup> May 2022

Report Author: Lucy Blake



## Wheelchair Inclusive Swing report

### Introduction

1. The Committee resolved to investigate and then apply for a Councillor Community Grant to go towards the cost of installing a wheelchair inclusive swing in Loyd Recreation Ground at the meeting on 13<sup>th</sup> September 2021.
2. The application was successful, and Didcot Town Council was awarded £11,798. This was received on 4<sup>th</sup> February 2022.
3. The grant was awarded for a certain swing, rubber matting and extra keys. The PEO contacted the Community Enablement Officer on 26<sup>th</sup> April 2022, to clarify if the type of swing, which had previously been submitted in the application, could be amended (as per Committee's request from the previous meeting).

It was confirmed that *'as long as the grant is going towards the purchase of a wheelchair swing, it doesn't matter on the version/type of wheelchair swing'*, although the swing would need to be installed in Loyd Recreation Ground, as per the application.

4. ROSPA had suggested that instruction signs should be added to the park to educate visitors on the proper use of the equipment.

### Background

5. The Committee resolved to investigate installing a wheelchair inclusive swing in Loyd Recreation Ground on 13<sup>th</sup> September 2021 and to apply for funding.
6. Investigations into this project have been on-going with more information becoming available since the grant was awarded. Officers have contacted numerous companies but have only found two companies who would supply a suitable

inclusive swing to a local authority, for use in a public playground. Other companies will only supply to schools.

7. The Committee wanted Officers to specifically investigate a wheelchair inclusive swing which would be attached to an able-bodied swing. This would increase the piece of equipment being inclusive. Officers have only found one swing of this type, which is available from Company two (both quotes attached to this report).
8. The suggested location of the swing within the recreation park has been measured and the Outdoor Services Manager (OSM) has confirmed that all swings in this report are suitable for the space.
9. It is recommended that a disabled bay be applied for to enable not only visitors to the park, but to the whole area, easier access to the site. The Planning and Environment Officer (PEO) contacted South Oxfordshire District Council (SODC) regarding the need for planning permission.

*The cost of this enquiry would be £56.70 (including VAT) but Parish and Town Councils get a 50% discount, meaning the cost to Didcot Town Council (DTC) would be **£28.35**.*

*If full planning permission is needed, the charge would be £234.00. Again, Parish and Town Councils are entitled to a 50% discount, so the amount payable to DTC would be **£117.00**.*

10. The PEO contacted Oxfordshire County Council (OCC) to enquire about the costs associated with the construction of the dropped kerb and disabled bay (if planning permission was needed and granted).
11. A site visit was arranged for Friday 6<sup>th</sup> May with the Technical Officer from OCC, the PEO and the OSM where the logistics of the dropped kerb and disabled bay was discussed.  
A summary of this meeting is attached to this report (appendix 9a) - By making use of the dropped kerb already at the location, no planning permission would be needed.

## **Legal Implications**

12. The Town Council, as the local authority, have due regard under the Equalities Act of 2010, section 149, to ensure inclusivity and accessibility.
13. The Health and Safety at Work Act 1974 - There is a duty under Sections 3 and 4 to ensure the health and safety of users of a play park, so far as is reasonably practicable.
14. Didcot Town Council will need to ensure that any structure installed on any land owned by the Council, is secure, insured, and safe and is routinely inspected.



Signs will need to be installed to ensure users know that supervision is needed when using the new swing, always.

15. Any new structure would need to be added to the Asset Register.

## Financial Implications

16. The estimated costs of the project last year amounted to £11,798, which included rubber matting as a safety surface. This was the amount awarded and received from the Councillor Community Grant.

- *The original costs were based on prices at the time of enquiry, which have increased in 2022.*

17. ROSPA advised secure fencing with a lockable gate, rubber bonded mulch/wet pour surface and safety signs would be needed. The change in the safety surface and the need for signage has resulted in additional costs to this project. The two amended quotes received for this project are attached to this report (appendix 9b & 9c).

18. There would be no costs involved with having a disabled bay painted on the roadside next to the already constructed dropped kerb. There will also be no costs involved with removing the railings at this location, should the Committee resolve to use this location.

19. The costs of the swing options and safety surfacing varies, but the amounts range between £18,091.00 and £27,219.00.

Using the most expensive options as an example, there would be a £15,421.00 shortfall in funds (subtracting the grant which has already been received). Didcot Town Council has already received CIL contributions which can be used to cover all the additional costs of this project as confirmed by the Infrastructure Implementation Officer at SODC. The Officer also confirmed that there are the following s106 funds available for use towards this project:

- PO9/W0956 (10S02)  
£1,494.69 – “Play Maintenance Contribution” towards Play facilities in Didcot  
£1,607.71 – “Play Capital Contribution” towards Play facilities in Didcot

- *These s106 monies need to be spent by August 2022*

20. The access gate to the park will need to be made wider and a new access path to the swing, be installed. The OSM has requested quotes for this work, and it is hoped they would be available soon.

## Risk Implications

21. Didcot Town Council have a duty to ensure any equipment provided to residents is always maintained to a high standard and safe. Regular inspections will be needed.
22. All safety advice from Playground Manufacturers/Installers but most of all ROSPA, will need to be followed.
23. All steps advised by the Insurance Company, will also need to be adhered to.
24. There will be risks involved with some visitors to the park trying to access the swing area, which could potentially result in damage to the equipment or injury. Risk assessments will need to be kept up to date, signage installed throughout the park, and locks will need to be routinely checked.

## Recommendation

25. The amount of additional funding needed will depend on which swing the Committee resolve to install, therefore the Committee should decide on the type of Wheelchair Inclusive Swing and safety surface the Council should install in Loyd Recreation Ground.
  - *It is the OSM's recommendation that the Committee consider using bonded rubber mulch as the safety surface because it is more cost effective and durable and requires less maintenance.*
26. The Committee should consider the advice from the Technical Officer from OCC on the location of a painted disabled bay on Brasenose Road, to enable easier access to the swing, the park and the playing field and resolve to apply to OCC for a disabled bay at the location.
27. The Committee should consider widening the entrance to the park and installing a new path direct from the gate to the swing – quotes *for this have yet to be received*.
28. The Committee should consider 'future proofing' the play area by installing an inclusive seat with table and an extra path to link the swing with the inclusive roundabout. The budget for 'Other Parks & Recreational Areas' maintenance for 2022-2023 is £5500 (cost centre 308-3154) and this may be needed for other areas throughout the year.
29. The Committee should decide whether to utilise CIL monies already received to cover the additional costs of this project (pathways, new access etc) and allow Officers to apply for s106 funds (as stated at point 19) to assist with covering the additional costs of this project, once approved by the Finance and General Purposes Committee.

## Summary of meeting with the Technical Officer from Oxfordshire County Council



Meeting held on Friday 6<sup>th</sup> May 2022

Summary author: Lucy Blake

### Disabled bay location on Brasenose Road

The Planning and Environment Officer and the Outdoor Services Manager met with the Infrastructure Implementation Officer from Oxford County Council (OCC) to discuss the option of having a disabled bay installed on Brasenose Road, Didcot.

The Implementation Officer was happy to agree to construct a disabled bay on the highway, at the location below:



There is a metal bollard situated outside the main entrance to the play park against a large, dropped kerb. The Officer suggested that this be removed, and a bay be painted after it, to make better use of the already dropped kerb. This would mean no application for planning would need to be submitted.

Historically these bollards were installed to stop children running out into the road, but

OCC are routinely removing them now.

The OCC Officer explained that by constructing the bay at this location and making use of the already installed dropped kerb, the whole site would become more accessible.

Measurements were taken and the Officer informed the PEO and OSM that a report would be written in preparation of the Committee giving the project the 'go ahead'.

Next steps:

1. The Committee would need to resolve to apply for a disabled bay at this location
2. The PEO would submit the application to OCC on behalf of DTC
3. Public consultation period would last for approximately 4-6 weeks

There would be no costs to DTC for this.

## Company One

### 1. Swings

Option 1:

<p>Inclusive Wheelchair Swing <b>MT-IWS</b></p> 	<p>£6595.00</p>
<p>Assembly and Installation</p>	<p>£950.00</p>
<p>Delivery</p>	<p>£350.00</p>
<p><b>Total ex VAT</b></p>	<p><b>£7895.00</b></p>

Option 2:

<p>Surf Swing <b>MT-IWS2</b></p> 	<p>£8525.00</p>
<p>Product discount -</p>	<p>- £1025.00</p>
<p>Assembly and Installation</p>	<p>£350.00</p>
<p><b>Total ex VAT</b></p>	<p><b>£9750.00</b></p>

Despite its name, it is not a play swing like any other and is therefore categorised as Outdoor Fitness Equipment in compliance with EN16630. It should only ever be incorporated within a play area if it is fenced off separately to protect playground users from collision with any outdoor gym equipment.

## 2. Safety Surface

### **“Safety Surfacing**

*To meet the requirements of BS EN 1176 and BS EN 1177 for public use play areas, impact absorbing surfaces should be laid beneath all play equipment with a free height of fall (designed usable height) over 0.6m, and to a minimum distance of 1.5m from the edge of the structure. Where safety surfacing is required to meet EN 1177, it is included in the product description. Regardless of surfacing requirements, all equipment should have a free space of 1.5m around it.”*

#### Option 1:

Supply and Lay bonded rubber mulch – Laid directly onto existing grass surface with Terram membrane, all edges cut into existing grass with a graded/feathered finish to 27m x 1.5m – 40.5m <sup>2</sup> for pathway and 2.55m x 7m – 17.85m <sup>2</sup> for swing base	£6714.00
<b>Total ex VAT</b>	<b>£6714.00</b>

#### Option 2:

Supply and Lay Rubber Wetpour Surfacing – Excavate & muckaway path 1.5m wide x 27m long including 57m PCC edging, supply & lay 40.5m <sup>2</sup> terram, supply & lay 40.5m <sup>2</sup> 100mm Type 1 stone, supply & lay 40.5m <sup>2</sup> wet pour base and EPDM top layer to 40mm depth for pathway Excavate & muckaway swing area (swing has 1.13m FFH) 2.55m wide x 7m long including 19.1m PCC edging, , supply & lay 17.85m <sup>2</sup> Terram, supply, lay & compact 17.85m <sup>2</sup> 100mm Type 1 stone, supply & lay Wet Pour 17.85m <sup>2</sup> base and EPDM top layer to 40mm depth for 1.13mFFH.	£13,559.00
<b>Total ex VAT</b>	<b>£13,559.00</b>

## 3. Fencing and Gates

Hydraulic Self Closing Pedestrian Gate 1m high, 1.2m wide, galvanised and powder coated red or yellow – supplied delivered and installed	£1162.00
Bow Top Fence 1m high conforms to EN1176 – to be constructed in a rectangle around Swing approx. 8.4m x 7m to incorporate 1 or 2 gates galvanised only – supplied, delivered, and installed	£2320.00
<b>OR</b>	
Bow Top Fence 1m high conforms to EN1176 – galvanised and powder coated – supplied, delivered, and installed	£2523.00
Site security heras fencing – 90m for duration of works, delivered,	£225.00

assembled, dismantled, and collected	
<b>Total ex VAT – Galvanised only</b>	<b>£3707.00</b>
<b>Total ex VAT – Galvanised and powder coated</b>	<b>£3910.00</b>

**Total cost:**

<b>Swing Type</b>	<b>Surface Type</b>	<b>Fence/Gate Type</b>	<b>Total</b>
MT-IWS1	Bonded Rubber Mulch	Galvanised and Powder coated gate with galvanised fencing	<b>£18,316.00</b>
MT-IWS1	Wetpour	Galvanised and Powder coated gate with galvanised fencing	<b>£25,161.00</b>
MT-IWS1	Bonded Rubber Mulch	Galvanised and Powder coated gate and fencing	<b>£18,519.00</b>
MT-IWS1	Wetpour	Galvanised and Powder coated gate and fencing	<b>£25,364.00</b>
MT-IWS2	Bonded Rubber Mulch	Galvanised and Powder coated gate with galvanised fencing	<b>£20,171</b>
MT-IWS2	Wetpour	Galvanised and Powder coated gate with galvanised fencing	<b>£27,016.00</b>
MT-IWS2	Bonded Rubber Mulch	Galvanised and Powder coated gate and fencing	<b>£20,374.00</b>
MT-IWS2	Wetpour	Galvanised and Powder coated gate and fencing	<b>£27,219.00</b>

***“Please note:***

- *All prices are shown net of VAT chargeable @ 20.0% or prevailing rate.*
- *Delivery price is an estimate and may change if there are additional delivery requirements not made clear at the time of quoting.*
- *Assembly and installation include concrete and civil works as required and is based on the ground being ready for installation (any timber or obstructions/other surfacing are already removed).*
- *Installation costs are based on normal ground conditions and open unrestricted access to the site throughout the working day. If this is not the case, we reserve the right to increase installation charges accordingly although this will be agreed in advance.*
- *Prices are an estimate and would be confirmed following a site visit or the provision of additional information.*

**Services to be provided by client:**

- Access to water supply.
- Clear access and parking for the delivery vehicles at any point in the working day (8.30-17.00).
- Responsibility of the client to ensure children and the public are kept clear of the equipment and the working area during installation and until foundations are set.
- Client to advise of any underground services such as water, gas or electricity with the area of the planned work prior to installation work starting.
- Ability to leave on-site waste topsoil. If this is not possible, the cost of skip hire will be added.
- While the equipment is designed to be low maintenance, it is the operator/owner's responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use, in accordance with Safety Standard EN 1176.

*Presently, the estimated delivery and installation period is 8-12 working weeks from receipt of a written purchase order. Full and final balance of payment is due within 7 days of the work being completed. Prices shown are held for 4 weeks from quotation."*

**Signs**

The company can provide signage, which can include instructional as well as warning information. The PEO has enquired what the cost of this would be – *response not yet received.*

**Recommendation:**

It is the OSM's recommendation that the Committee consider using bonded rubber mulch as the safety surface because it is more cost effective and durable and requires less maintenance.



## Company Two

### Ability Swing for Public Park – supply and install



The swing is available in 2 colour options:

1. Vibrant (red, yellow, and orange)
2. Woodland (brown and green)





Company Two supply a 'user guide' which will include DTC's logo, in a digital file for printing and making into hard metal signs. The file will not incur any additional costs, however, there will be costs involved with arranging for the signs to be made.

*For comparison, the signs ordered for Ladygrove Lakes amounted to £235.50 for 3 A4 aluminium signs, with posts.*

**Recommendation:**

It is the OSM's recommendation that the Committee consider using bonded rubber mulch as the safety surface because it is more cost effective and durable and requires less maintenance.

It is also the Officer's recommendation to use the woodland swing, due to the colour being more inclusive to both adults and children.

## Environment and Climate Committee 16<sup>th</sup> May 2022

Report Author: Lucy Blake



## Updated proposal from the LTA and the NTA regarding tennis provisions in Ladygrove

### Introduction

1. The Environment and Climate Committee considered a proposal from the Lawn Tennis Association (LTA) and the National Tennis Association (NTA) at their meeting on 17<sup>th</sup> January 2022, to renovate the tennis courts at Edmonds and Ladygrove Parks.
2. The proposal included re-painting the court surfaces and providing smart access gate systems with booking software. The NTA would offer a coaching programme and manage the bookings of the courts. The management agreement would run for a minimum of 12 years.
3. The Committee resolved at the meeting in January, to ask the LTA and NTA to consider amending the proposal to include one site, Ladygrove.

### Background

4. The Committee were concerned over the loss of the free facility in Edmonds, which included Basketball and Netball provisions, hence why the Committee requested the amendment to the original proposal.
5. The Town Clerk, Planning and Environment Officer and the Outdoor Services Manager met virtually with the representatives from LTA and NTA on 26<sup>th</sup> April 2022, to discuss the next steps of the proposal.

The representatives informed the Officers that they could consider just Ladygrove site, but since the last communications with Didcot Town Council (DTC), a consultant had visited the site and had advised the LTA and the NTA that all the courts in Ladygrove would need re-surfacing, which the representatives were hopeful could be covered by the funding. Re-surfacing was not considered in the

original proposal.

6. The estimated funding needed to get the courts to a 'club standard facility' where the LTA and NTA are happy to run it, would be approximately £40,000 – this would include re-surfacing the courts, installing new nets and posts and the installation of the gate, and booking system. The reps are hopeful that the funding will be successful.
7. The funding agreement would be with the LTA – *funding will not include VAT*.
8. The operational agreement would be with the NTA.
9. There are certain criteria that will need to be adhered to if funding is granted:
  - All work will need to go through the LTA and NTA framework – they will find the contractors, transfer funds to DTC and then payment can be made, etc
  - DTC will need to use the software and the booking system provided
  - DTC will need to use the agreed operational model from the NTA
  - Sustainability – DTC would need to commit to keeping the courts in a good playing condition and replace surfaces when needed
  - Free Tennis – there will be a requirement to supply 1 hour of tennis free, per week
  - Recreational competition – DTC would need to allow the competition to be held at Ladygrove when arranged
10. Agreement was given in principle at the meeting, for the representatives to take the proposal to their steering group meeting (on 9<sup>th</sup> May 2022) to submit the first stage of the application for discussion in more detail.
11. The Operational Proposal was received on 10<sup>th</sup> May following the steering group meeting (proposal attached to this report as appendix 10a)

The key points to note would be:

  - a. DTC would enter into a minimum 12-year management agreement with the NTA to operate the facility (3 tennis courts at Ladygrove)
  - b. The NTA would provide full operational responsibility, including collecting revenue generated from access and engagement schemes.
12. The NTA would:
  - a. Pay an annual rent to cover an 'annual sinking pot' for the facility - £1,200 per non floodlit court, per year and £1,800 per floodlit court, per year
  - b. Be responsible for the annual gate maintenance and cloud cost fees
  - c. Will provide an annual high-pressure power wash of the courts
  - d. Will be responsible for the LTA registration and venue insurance
  - e. Will be responsible for the replacement of nets and posts
13. DTC would be responsible for:
  - a. Maintenance (as detailed on page 4 of the Operational Proposal)
  - b. Structural repairs to the location, including fencing

- c. Repairs due to damage relating to antisocial behaviour or vandalism
- 14. Planning permission would be needed if DTC wanted to install floodlights at the courts. Funding for floodlights would not be included in this grant, but the representatives could aid the Council in finding funding for this – *approximate cost for floodlights would be between £30,000-£40,000.*
- 15. Once the grant has been approved, and agreements signed, work on the site would start within 6-8 weeks.

## **Legal Implications**

- 16. Agreements between parties would be legally binding.

## **Financial Implications**

- 17. The agreement will not cover the VAT which means on an estimated £41,000 court improvement, the estimated cost to the Council would be approximately £8,200. The Town Clerk will liaise with DCK for advice and treatment of the VAT.
- 18. There would be future on going costs associated with the upkeep of the courts as specified in the criteria and agreement with the LTA and NTA.
- 19. If planning permission was sought in the future for floodlights, there would be a cost for this.

## **Risk Implications**

- 20. DTC would have to ensure all aspects of any agreements are adhered to and all maintenance of the site is kept up to date.

## **Recommendation**

- 21. The Committee should consider the Operational Proposal from the NTA and decide whether to accept the proposal.
- 22. If the proposal is accepted, the Committee should consider recommending the costings to the Finance and General Purposes Committee to consider.



# Ladygrove Park Operational Proposal

May 2022



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## 1. Summary

[National Tennis Association](#) (NTA), working in partnership with [The LTA](#), proposes a new model to operate the three tennis courts at Ladygrove Park.

The LTA has identified Ladygrove Park for facility investment. This includes resurfacing the macadam porous courts, repainting, fitting new net posts and nets, and installing a new LTA SmartAccess gate system.

The LTA Smart AccessGate will enable the facility to be autonomously managed with pay and play and annual pass schemes. The gate links to the cloud with LTA ClubSpark, which offers a booking system and website to offer an access scheme to the community.

We will create a new partnership brand called **Didcot Park Tennis** and offer access to the newly refurbished courts in several ways:

1. Pay & Play at £6.00 per hour
2. Annual household pass at £45 per year
3. Coaching Programmes
4. Professional coaches lead a free tennis session every week (tennis version of Park Run)

## 2. Objectives

1. To refurbish the courts to a club standard facility and install LTA SmartAccess to the facility, through LTA investment
2. Create a new brand – Didcot Parks Tennis. Initially used to promote tennis at Ladygrove Park, but also future-proofed for any additional facilities within Didcot that may join the scheme later.
3. Offer easy and accessible access to book a tennis court at affordable prices through a new website and autonomous smart gate.
4. Create several ways to access the tennis courts through pay and play, an annual pass and a weekly free tennis session.
5. Develop a coaching programme delivered by LTA Accredited tennis coaches

### 3. Playing options

Didcot Parks Tennis will have an option for anyone wanting to access tennis at Ladygrove Park:

1. **Pay & Play [£6 per hour]** – customers create a free account and pay hourly for the courts they book.
2. **Annual Pass season ticket [£45 per year]** – pay an annual fee for the full household to make court bookings. No booking charges apply.
3. **Coaching [£7.50 per session]** – customers pay a monthly fee to access one or two coached sessions per week.
4. **Free Weekly Tennis Session [£0]** – anyone can book and join our weekly free tennis session.

### 4. Agreement & Financial Plan

The agreement and financial structure are vital to the project's long-term sustainability. The following structure is in operation with many local authorities within the NTA portfolio:

Didcot Town Council to enter into a minimum 12-year management agreement with NTA to operate the facility of three tennis courts at Ladygrove Park, under the Didcot Park Tennis brand.

NTA will provide full operational responsibility, including collecting revenue generated from access and engagement schemes.

NTA pays an annual rent to cover an annual sinking pot for the facility, under the terms of the agreement. The recommended sinking fund requirements as set out by The LTA are

- £1,200 per court, per year – non-floodlit
- £1,800 per court, per year – floodlit

**NTA annual rent contribution = £3,600 per year (£43,200 over a 12-year agreement)**

NTA shall have responsibility for providing and meeting payments for the following onsite services:

1. Annual gate maintenance and cloud cost fees.
2. Annual high-pressure power wash of the courts and moss and weed kill application.
3. LTA Registration and venue insurance
4. Replacement of nets and posts

The Venue shall have responsibility for providing and meeting payments for the following:

1. Annual maintenance, as detailed below.
2. Structural repairs to the location, including fencing
3. Repairs due to damage relating to antisocial behaviour or vandalism.

The Venue shall maintain the facility on the following schedule:

<b>Between 5-6 Years</b> (since the last refurbishment)	Clean, Treat & Repaint courts. It may need to be done earlier (4-5 years) if/when floodlights are installed.
<b>Between 10-12 Years</b> (since the last refurbishment)	Resurface courts with a single layer of macadam. It may need to be done earlier (8-10 years) if/when floodlights are installed.

The objective of the financial model is to offer a cost-neutral facility to the council, alongside offering focussed and expert development and operational support for Ladygrove Park.

## 5. Customer Journey

NTA will create a new ClubSpark website to showcase the facility, allowing the community to book courts, purchase an annual pass and book coaching online.

The image displays two screenshots of the ClubSpark website. The left screenshot is for 'LUTON PARKS TENNIS' and shows a 'Court Bookings' section for Saturday 4th May. It features a grid with four courts (Court 1 to Court 4) and a time slot from 18:30 to 19:30. The right screenshot is for 'NEWBURY & THATCHAM' and shows a 'Welcome!' message with a photo of a tennis court at Victoria Park. The website includes navigation menus for 'HOME', 'MEMBERSHIP', 'COURT BOOKING', 'GET COACHING', 'FIND A PARTNER', and 'GET IN TOUCH'.

Here are a few examples of similar park tennis offers:

- <https://norwichparkstennis.org.uk/>
- <https://newhamparkstennis.org.uk/>
- <https://clubspark.lta.org.uk/GladstoneParkTennis>

The branding for Didcot Park Tennis would be in line with the above website with this logo:



## 6. References

Included are two projects similar to Ladygrove Park w, demonstrating the type of partnership services we offer. We have a large number of projects within our portfolio and are more than happy to share specific project references and contacts on request.

**Swindon Tennis Centre** – *a ten court park site in Wiltshire with a £40 annual subscription*

Name: Andy Reeves  
 Position: Clerk, Central Swindon North Parish Council  
 Email: [clerk@centralswindonnorth-pc.gov.uk](mailto:clerk@centralswindonnorth-pc.gov.uk)

Webiste: [www.swindontenniscentre.org.uk](http://www.swindontenniscentre.org.uk)

**Newbury Town Council** – *a new 3-court park site in Berkshire with a £45 annual subscription*

Name: Caroline Edmunds  
 Position: Newbury Town Council  
 Email: [Caroline.Edmunds@newbury.gov.uk](mailto:Caroline.Edmunds@newbury.gov.uk)

Website: [www.victoriaparktennisnewbury.com](http://www.victoriaparktennisnewbury.com)

## 7. Contact

Name: Ed Nieburg  
Position: Regional Director (South & South West)

Telephone: 020 8152 2680  
Email: [ed@nationaltennis.org.uk](mailto:ed@nationaltennis.org.uk)  
Website: [www.nationaltennis.org.uk](http://www.nationaltennis.org.uk)

# Environment and Climate Committee

## 16<sup>th</sup> May 2022

Report Author: Lucy Blake



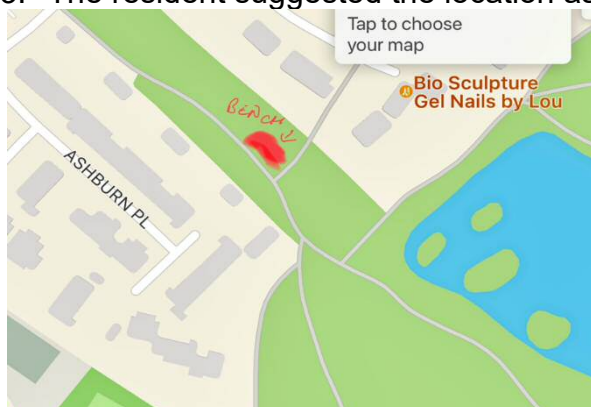
## Bench for Ladygrove report

### Introduction

1. The Environment and Climate Committee resolved at the meeting on 21<sup>st</sup> March 2022 , to investigate installing a bench in Ladygrove.

### Background

2. Cllr P Davies was contacted by a resident who requested that the Council consider installing a bench in Ladygrove, along the footpath between Avon Way and the Ladygrove lakes.
3. The resident suggested the location as shown below:



Suggested area from resident



Ownership shown on Pears Mapping

4. The suggested location is not owned or leased to DTC and therefore would require permission from the landowner. In this case the landowner is SODC. The green areas show SODC owned land, and the red hatched area shows the land managed by DTC. Recommended locations which DTC could install a bench on, near to this requested location, are shown at the end of this report.
5. The type of bench would need to be considered, whether the Council would like to install a recycled plastic or wooden bench.
6. Some ideas and costings are shown below:



Recycled Plastic bench  
1500m £337.59  
2000mm £487.39



Recycled Plastic bench  
1500m £374.31  
2000mm £451.90



3-seater wooden bench  
£415.00



Commercial Teak Wooden bench  
(3-seater) £535.50  
(4-seater) £695.00

7. Any bench installed would need to be secure with earth anchors. These usually cost approximately £50.
8. The Committee did discuss a memorial bench being installed at this location, however, this would involve waiting on an application to be received.

### Legal Implications

9. The Town Council will need to ensure any structure installed on any land owned/maintained by the Council, is secure, insured, and safe.

### Financial Implications

10. There would be a cost involved with purchasing a bench with the earth anchors (as shown above). However, if the Committee decided to wait for a memorial bench application to be received for Ladygrove, there would be zero cost to the council.

11. The cost of the bench and anchors could be taken from cost centre 3168 'Street Furniture Maintenance'.

## Recommendation

12. The Committee should decide whether:

- a) to install a bench at one of the locations suggested below which are managed by DTC and allow Officers to progress this and order a bench, or
- b) to wait until a memorial bench application, specifically for Ladygrove, is received. Officers and members can decide on suitable locations for memorial benches that people can choose rather than just at the cemetery.



Location 1 – *liked.boil.stammar*  
Location 2 – *beaker.deaf.increment*  
Location 3 – *hillside.belts.pancake*



## Environment and Climate Committee 16<sup>th</sup> May 2022

Report author: Chelsey Lordan



## Jubilee Garden at Didcot Civic Hall

### 1. Introduction

Didcot Civic Hall has an area located at the front of the building which has a fair amount of empty space which could be utilised by creating a 'Jubilee Garden'.

The area contains the flagpole which was donated by The Girl Guide Association of Didcot for the Queen's Silver Jubilee.

The back garden of Didcot Civic Hall is home to two Jubilee benches – one for the Diamond Jubilee and one for the Platinum Jubilee.

### 2. Recommendation Update

The recommendation would be to move both the Jubilee benches to the front space, consolidating them with the Jubilee flagpole and making the area the 'Jubilee Garden'.

The back garden of Didcot Civic Hall would still have two three-seater benches and four one seater benches left after the Jubilee benches are removed.

Before the Jubilee celebrations at Didcot Civic Hall on Thursday 2<sup>nd</sup> June, a garden could be constructed. This would create a place for residents to sit all year round and would create a focal point when a flag is being flown on the flagpole.

### 3. Financial Implications

The flagpole and two benches have already been either donated or purchased and it would not cost any money to move them to the front garden.

1. If DTC were to add a low square planter the OSM has suggested the Outdoor Team could construct this for approximately £500-£600
2. Plants would cost in the region of £400-500
3. A “signature tree” between would be £200-£300

The OSM estimates that the whole project would cost between £2000 - £2500.

## Environment and Climate Committee 16<sup>th</sup> May 2022

Report Author: Lucy Blake



## Edmonds Park – Tiny Forest update

### Update

1. The Land Manager at Earthwatch confirmed with the Town Clerk on 11<sup>th</sup> April 2022 that they were unsuccessful with the grant application for a tiny forest in Edmonds Park but that they do have a potential funder who is interested in the site.
2. Earthwatch contacted Oxfordshire County Council about their current round of funding and suggested the site in Edmonds Park for this.
3. Earthwatch would like DTC to provide a grounds utility survey. Earthwatch can recommend a company which would give DTC a discount, but the cost would be around £400.
4. Officers are reluctant to advise committee members to approve this, as funding has not been found/approved. *The estimated cost of a Tiny Forest is between £30,000-£40,000.*

### Next steps

5. Await an update from Earthwatch regarding funding options - *If no funding is available, the Committee would need to re-evaluate this project.*

## Environment and Climate Committee

### 16<sup>th</sup> May 2022

Report Author: Lucy Blake & Nick White



## Edmonds Park - Splash Park update

### Update

1. The Environment and Climate Committee resolved at their meeting on 21<sup>st</sup> March 2022 to instruct Splash to aid the Council in the tender design and with the planning application at a cost of £5500.
2. The project will now be the responsibility of the Properties and Facilities Committee, being worked on by both the Planning and Environment Officer and the Property and Facilities Manager.
3. A discussion was held with Splash on 9<sup>th</sup> May to confirm details for the design. The following details were confirmed:
  - a) Size requirement – 250m<sup>2</sup> for a recirculating system
  - b) Nature theme
  - c) The position for the plant room between the car park and the splash park
  - d) The need for the splash park to have its own water and electric supply
  - e) Bow top fencing
  - f) Tarmac edging after the wet pour safety surface
  - g) Benches and bins to be included in the design for the tender
4. The company suggested synthetic grass be used between the edge of the splash park and the fencing. This would be easier to maintain and there would be no grass cuttings to block the filtration systems. Synthetic grass is more commonly used in the newer splash parks.
5. A new design will be drawn up and presented to councillors to be approved before a planning application is submitted.