

Notice of a meeting of the

Environment and Climate Committee

Monday 3rd October 2022 at 7.30pm (following on from the extra ordinary meeting of Full Council)
Main Hall, Civic Hall



Members of the Environment and Climate Committee are summoned to attend a meeting on Monday 3rd October 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

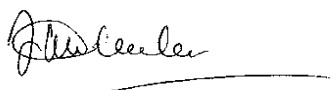
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

Please note that the wearing of masks both in the meeting and the communal areas in the Civic Hall is no longer mandatory. Please do not attend if you feel unwell.

At the relevant time during the meeting, the Chair 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

Agenda

1. To receive apologies
2. 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
3. To agree the minutes of the meeting held on 16th May 2022 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 recommended changes to the Events on Council Land booking process and policy (**attached**)
7. To consider the Outdoor Services Manager's proposed Ladygrove Lakes Management plans and recommendations to the Committee (**attached**)
8. To consider the Outdoor Services Equipment report and recommendations to the Committee (**attached**)
9. To note the draft minutes from the Allotment Liaison Group and to consider the ALG's recommendations to the Committee (**attached**)
10. To note the Noticeboard incident at the Millenium Woods (**attached**)
11. To consider the Bus Shelter Cleaning report and recommendations to the Committee (**attached**)
12. To review the draft risk sheets for specific risk assessments (**attached**)



Janet Wheeler
Town Clerk
27th September 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

Environment & Climate Committee Monday 16th May 2022 at 7.30pm All Saints Room, 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)
A Hudson
A Thompson
P Giesberg
M Walsh
V Haval
D Macdonald

Officers:

Mrs J Wheeler (Town Clerk)
Mrs L Blake (Planning and Environment Officer)
Mr F Lamb (Outdoor Services Manager – attended virtually)

1. To elect the Chair of the Committee

Cllr A Macdonald opened the meeting and was proposed by Cllr M Walsh as the Chair of the Committee. This was seconded by Cllr A Hudson and unanimously agreed.

2. To elect the Vice-Chair of the Committee.

Cllr A Macdonald proposed Cllr C Wilson as Vice-Chair of the Committee. This was seconded by Cllr A Thompson and unanimously agreed.

3. To receive apologies.

Cllr C Wilson and Cllr P Davies tendered their apologies.
Cllr D Macdonald and Cllr V Haval substituted.

4. To receive declarations of interests.

No declarations of interest were received.

Cllr A Macdonald asked the Town Clerk to address the Committee regarding an incident of assault on the Broadway allotment.

The Committee were informed that the tenant involved would be served an eviction notice, as per the Council's rules and regulations but would have a right to appeal this decision, should they wish.

5. To review the Environment and Climate Committee Terms of Reference.

The Committee reviewed the Terms of Reference. As the Council have a Property and Facilities Committee, Cllr A Macdonald suggested removing the word 'building' and references to buildings, from the terms of reference document.

All members agreed.

6. To approve the minutes of the meeting held on the 21st March 2022.

Cllr V Haval informed members that the date of the Transport Rally in Edmonds Park was noted incorrectly (minute 77) and should have read 'Sunday 22nd May 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.

All members agreed.

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

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

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 th February 2022. Notes from this meeting were attached to the progress report.	The matter was 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 would be transported to site after the Jubilee weekend event, when work will commence in Ladygrove Park. Work to construct the sandpit would be arranged by the OSM – although the train wasn't due to be delivered until early August.
Bus Shelter adoption	Officers	Amber	No further update had been received.	No further update had been received.
Tidying up of the noticeboards	Officers	Amber	Work on this would be arranged for early 2022.	The OSM would arrange this.
Wheelchair Inclusive Swing	Councillors & Officers	Amber	The matter was on the agenda for consideration.	The matter was on the agenda for consideration.
Jubilee- Trees	Councillors & Officers	Amber	The matter was on the agenda for consideration – application was submitted 13 th April 2022.	The matter was addressed in the Outdoor Services Manager's report.
Replacement zipwire at Ladygrove Park	Officers	Amber		The new zip wire was due to be installed w/c 23 rd May 2022.
Replacement trees in Edmonds Park	Officers			The OSM will be investigating.
Tiny Forest in Edmonds Park	Officers			The matter was 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 th 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 th March 2022 from Externiture, at a cost of £337.35 (ex

Way				<p>VAT). It was due to be installed on 11th May 2022.</p>
<p>Timber surrounds to replace damaged sections of the bark play areas</p>	<p>Officers</p>	<p>Amber</p>		<p>The surrounds were ordered on 12th April from Bouchier, at a cost of £1413.79 (ex VAT) and were delivered on 21st April. These would be installed as soon as possible.</p>
<p>Cemetery Notice Board</p>	<p>Officers</p>	<p>Green</p>	<p>The new noticeboard was supposed to be delivered w/c 14th 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>	<div data-bbox="1442 432 1845 978" data-label="Image"> </div> <p>The noticeboard was installed on 25th April 2022.</p>

Metal Detecting

The Town Clerk had grave concerns with the potential for metal detecting creating safety issues on Council land.

Cllr P Giesberg suggested a policy be written to state that the Council do not allow metal detecting on their land.

All members agreed to not allow metal detecting on Council owned land.

Desire lines in Ladygrove (minute 80)

Location 3 was agreed to be investigated at the previous meeting. The OSM would look into progressing this.

Re-instating the pathways on the Ladygrove Mounds (minute 82)

Cllr V Haval informed the Committee of a resident's concerns regarding re-instating the paths on the Ladygrove Mounds. The Committee assured the Cllr that the paths would be re-instated. The OSM would investigate this work further and supply members with costings.

8. To consider the Outdoor Services report.

The Committee noted the Outdoor Services report.

8i. Cockcroft Allotments

The OSM confirmed that the Outdoor Team had found the leak at the Cockcroft allotment site.

The Committee discussed the issue with the large Oak tree (number 2225) and the suppressed Scotts Pine causing issues with the adjacent garages (lifting the concrete slab). The OSM informed members that the Oak would need reducing by 30-40% in the winter and the Scotts Pine would need to be fully removed.

It was proposed by Cllr A Macdonald, seconded by Cllr M Walsh, and **RESOLVED** to accept the quote of **£1,610** to 'break up' the concrete base and replace with a gravel aggregate base, providing permission was given by the landowners.

The cost centre would be discussed and approved at the Finance and General Purposes Committee.

8ii. New Road Allotments

The Committee considered the request from an allotment holder, to ask whether they could site a large polytunnel on the allotments.

As the size of the polytunnel is larger than the approved measurements, as per the current allotment rules and regulations, the Committee **RESOLVED** to not allow the polytunnel at the current time.

The Committee considered the OSM's recommendation to install an agricultural/mixed native hedge

The Committee **recommended** that the rules and regulations be reviewed at the next meeting of the Allotment Liaison Group.

All members agreed.

8iii. Mereland Road Allotments

The Committee considered the OSM's recommendation of a three-year project to plant an agricultural mixed native hedge on the outskirts of the site. The outer edges of the allotments could represent an unrecognised biodiversity opportunity.

The Committee **RESOLVED** to recommend the project to the Allotment Liaison Group to investigate.

8iv. Broadway Allotments

The Committee considered the damage to the wall and **RESOLVED** to accept the quote of **£2,750** to replace the coping and brickwork, due to health and safety concerns.

The Town Clerk would inform the Finance and General Purposes Committee of this unbudgeted, yet essential, spend.

8v. Memorial Bench

The Committee **RESOLVED** to approve the memorial bench application for Edmonds Park. The OSM would arrange a suitable location.

8vi. Parks General

The Committee **RESOLVED** to purchase 'top up' play bark at a cost of **£2,084** to ensure all the barked play areas remain compliant – to be taken from cost centre 3149 - 'Play Bark top-up'.

8vii. Smallbone Recreation Ground

The OSM informed the Committee that the gate continued to be a nuisance and required re-setting. It was **AGREED** for the OSM to contact the supplier to investigate if the equipment is still within warranty.

8viii. Ladygrove Lakes

The Committee considered the suggested locations for the borehole and the means to power it.

It was **RESOLVED** to use location 2 for the borehole and investigate solar as the power source.

The Committee instructed the OSM to gather more quotes for this work to be able to compare the costings. These would be sent to members by email to consider and then forwarded to the Finance and General Purposes Committee.

Consent from SODC would be needed before any work is carried out and the OSM will investigate the need for a licence.

The Committee considered the water quality of the lakes and **RESOLVED** to commit to a one-month water treatment, at a cost of **£2,000** – to be taken from cost centre 324 'Ladygrove Lakes' and then to commission the Heathland Group (who would work alongside another company) who are looking for a Council to work with to use in their investigating literature) to run a sonar scan and diagnostic of the lakes, at a cost of **£2,600**.

The Committee **RESOLVED** to recommend to the Personnel and Administration Committee that a Management Group for the Lakes be set up.

8ix. Events

Ladygrove Park:

- **Balance Bike Race Event** – Sunday 12th June 2022, 7am-2pm

It was **RESOLVED** to approve this date.

Edmonds Park:

- **Xplorer Orienteering Event** – Monday 23rd August 2022, 9am-1pm

It was **RESOLVED** to approve this date, but suggested Ladygrove Park to be a better location for this event due to the Fun Fair leaving Edmonds Park on this date.

- **“All Stars Cricket”** – Every Tuesday from 26th July-30th August 2022, 10am-11am

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

8x. Staffing

It was with great sadness that the OSM confirmed the passing of Richard Dowling, a much-respected member of the Outdoor Team for over 12 years.

The Committee **RESOLVED** to approve the request to construct a small memorial section within in the garden at the Civic Hall, in remembrance of Richard.

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

The Committee considered the update.

When discussing the options of the swing, the Committee **RESOLVED** to use Company two (GL Jones) to install a double swing, in red and yellow, with a bonded rubber mulch safety surface, at a cost of **£18,475.00**.

All members agreed.

The Committee **RESOLVED** to follow the advice from the Technical Officer at OCC and apply for a disabled bay next to the dropped kerb on Brasenose Road, at no cost to the Town Council.

It was **AGREED** to recommend to the Finance and General Purposes Committee to utilise CIL monies and apply for s106 funds, to cover the additional costs of this project.

All members agreed.

10. To consider the updated proposal form the LTA and the NTA regarding tennis provisions in Ladygrove and the recommendations to the Committee

The Committee considered the report and **RESOLVED** to decline the proposal.

All members agreed, with one abstention.

11. To consider the bench for Ladygrove report and recommendations to the Committee

The Committee considered the report.

It was **RESOLVED** to purchase a 3-seater wooden bench to be in placed in Ladygrove, at a cost of **£535.50** and an approximate cost of **£50** for the earth anchors (to be taken from cost centre 99035 'Street Furniture'), on land managed by Didcot Town Council.

12. To consider the Jubilee Garden at Didcot Civic Hall and recommendations to the Committee

The Committee considered the report and noted that the project would not be completed in time for the Jubilee weekend.

The Committee asked that a more detailed report be presented to members at the next Environment and Climate Committee meeting so that the project could be considered for later in the year.

13. To note the update on the Tiny Forest project in Edmonds Park

No funding had been secured to date.

The Committee noted the update.

14. To note the update on the Splash Park for Edmonds Park



The Committee noted the update.




The meeting closed at 21:45

Signed: _____ Chair




Date: _____

Action	Responsible	Rating	Meeting 16.05.2022	Meeting 03.10.2022
Ladygrove Sandpit – Improvement of Ladygrove Park	Officers	Amber	Fixings, fittings, and sand would be transported to site after the Jubilee weekend event, when work would commence in Ladygrove Park. Work to construct the sandpit would be arranged by the OSM – although the train wasn't due to be delivered until early August.	Work on the construction of the sandpit in Ladygrove will start w/c 26 th September 2022.
				The Huck Rotator Basket in Ladygrove has been repaired.
Bus Shelter adoption	Officers	Amber	No further update had been received.	No further update has been received.
Tidying up of the noticeboards	Officers	Amber	The OSM would arrange this.	Due to staff shortages this has not been possible, but it is hoped this can be done in the coming months.
Wheelchair Inclusive Swing	Councillors & Officers	Amber	The matter was on the agenda for consideration.	Item will be addressed in the OSM's report for noting by the Committee.
Jubilee- Trees	Councillors & Officers	Amber	The matter was addressed in the Outdoor Services Manager's report.	TOE funding application was approved, on the condition that SODC give permission for the planting to proceed. Officers are still waiting on updates from SODC.
Replacement trees in Edmonds Park	Officers		The OSM was investigating.	Investigations are on-going but a new order may be needed.
Tiny Forest in Edmonds			The Committee was updated and informed that no funding has been approved yet.	No further update has been received.

Shared cycle path additions to visible desired line in Ladygrove	Officers & Councillors	Amber		The OSM will investigate costings for work at location 3 (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) to 'widen the 2m tarmac path to 3m wide block paved path' (E&C Minutes 21.03.2022).
Wildflower areas	Officers			The wildflowers in the cemetery are growing well. 
'Do not feed the Ducks' signs at Ladygrove Lakes	Officers	Green	The 'Do not feed the ducks' signs were ordered from Scorpion Signs on 12 th April 2022, at a cost of £235.50 for the three signs.	The signs were installed at the beginning of June 2022. 

<p>½ end panel at the Bus Shelter on Mersey Way</p>	<p>Officers</p>	<p>Green</p>	<p>The ½ panel was ordered on 30th March 2022 from Externiture, at a cost of £337.35 (ex VAT). It was due to be installed on 11th May 2022</p>	<p>The ½ panel has been installed.</p> 
<p>Timber surrounds to replace damaged sections of the bark play areas</p>	<p>Officers</p>	<p>Green</p>	<p>The surrounds were ordered on 12th April from Bouchier, at a cost of £1413.79 (ex VAT) and were delivered on 21st April. These would be installed as soon as possible.</p>	<p>The damaged surrounds have been replaced.</p> <p>Extra bark was spread in the needed areas on 20th June 2022.</p>  
<p>Wall at Broadway Allotments</p>	<p>Officers</p>	<p>Green</p>		<p>The damaged sections were fixed and the work on the wall was finished at the end of June 2022.</p>

				
Replacement Zip wire in Ladygrove Park	Officers	Green		<p>Zip wire replacement complete, damaged surrounds replaced, and play bark topped up.</p>  <p>The Outdoor Team had to fix the surrounds on the new zip wire (31st August 2022) as they had been damaged.</p>
Bench in Ladygrove	Officers	Green	Location was chosen for the bench requested by a Didcot resident. Total cost amounted to £529.54 (ex VAT).	Bench was installed by the Outdoor Team 21 st June 2022 in the location they deemed most suitable.

				
Welfare Units in Edmonds Park	Officers	Green		<p>The changing room and toilet block units were delivered 20th July 2022. The sewage has been plumbed in.</p>  

Environment and Climate Committee

3rd October 2022 at 7.30pm

Report author: Fred Lamb



Outdoor Services Manager's 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. First and second inspections have been carried out.

Cockcroft Allotments

4. The outdoor services team have spent a substantial amount of time clearing out derelict plots and a not insignificant amount of rubbish from Cockcroft allotments. From this we have managed to get eight plots on the site back into circulation, however, this was not cheap or easy. There was also some alleged asbestos that had to be cleared. The total cost for this was £1200 as well as the time of the team. Though worthwhile in that we have managed to get more allotments back to the people of Didcot, rubbish left on plots continues to be a significant issue across the site.

New Road allotments

5. The composting area continues to be an issue and has not worked in its current form. The compound area will need to be fenced and appropriate signage produced reserving the area for council waste. The issue has been dumping of general waste in the area, as well as the use by Restore. The team were down trying to sort the waste on 01/09/22 and we are likely to burn a quantity of this to get back on top of it. The idea is still solid, however it is unlikely to work as a communal facility.

Recommendation

6. I am looking at getting a contractor in to process waste both at this site and at Millenium Woods down into soil conditioner. Costs are pending. This can then be stored in new road and used by the town council on the beds and areas as required but should not be offered out for general use. The composting area should be fenced and signed appropriately, or better still moved to the Millenium Woods area if this is cleared.

Broadway allotments

7. Not much to report here however we have prepared and re-seeded the "teardrop" bed to the front of the facility. It is hoped a 2meter strip of grass to the footway might neaten this area in as it is a main approach to Didcot. The bed is still available for planting and roses, or a mixed native hedgerow would be a good option.
8. The pointing operations to the wall have been completed but would now need to be completed on the other, roadside face at a cost of £1255. This would ensure the walls integrity.

Recommendation

9. My view is that this can probably wait until next year's budget, however, if the councillors are willing to find the funds it can be done in due course.

Cemetery

10. There have been four full burials and nine cremated remains burials since the last meeting of the Environment and Climate Committee. The wildflower in the flower beds has done well this year and continues to add interest to the site:

Parks General

11. The main issue across the parks this summer has been the unprecedented heatwave and attendant drought that has come with it. This has led to leaves being shed early, shrinkage of soil and most noticeably the absolute lack of any grass. With wet weather due, it will need to be assessed what the full damage of this will be.

12. I have had a look at carrying out running repairs to the railings around Didcot. Some of these are in playgrounds and therefore it would be wise to consider approving these. Others have been an issue with some of the residents, particularly Stubbings field.
13. **Stubbings Field:** To weld in 25 replacement 12mm round vertical bars in two areas and treat with galvanised spray – Cost **£800** suggested cost centre 308/3154 (other parks and recreational areas maintenance).
14. **Lloyd recreation ground:** To repair and re-weld railing section mounting points, to weld in 15no. 40x10mm support stanchion bars to holes dug by others and to supply and install 3 no. sections of bow top railing – Cost **£1,920.00**
15. **Great Western Drive** - To reinforce rusted tube and weld in 18 no. replacement 16mm round bars in two areas – Cost **£1,100.00**

Recommendation

16. The Committee is asked to consider agreeing to these highly visible repairs that could be arguably important, especially in the two playparks and very much wanted at Stubbings Field. The cost of these can be taken from 309/3153 (Play Area Maintenance). It may be the case that moneys from CIL or EMR will need to be considered.

Playgrounds

17. I have managed to get a quote and engage a contractor to carry out the remedials recommended by the last two ROSPA reports. This will improve DTC's liability risk. Work arranged for the parks are as follows:

Site	Work Description	Cost ex VAT
All	Aerial Runway Disassembly inspections x5	£1160.00
Various	Re-hang groups swings inc. replace bushes & shackles x3	£600.00
Ladygrove Park	Re-set rocker in foundation; refurb junior multi play inc deck; rehang swing seat inc new hangers; disassembly swing (Kompan) inspection and repair as required, replace swing seats and webbing strap	£1970.00
Edmonds Park	Check and secure all clamber stack fittings; supply and fit group birds nest swing assembly	£1950.00
Great Western Drive	Supply and fit 2x Robinia beams; supply and fit 2x stainless steel rungs	£925.00

18. All cable ways (apart from the newly installed one in Ladygrove) are having dismantling inspections.

Vehicles

19. I have completed a report on the current state of the Outdoor Services vehicles (agenda item 8) and ask Councillors to read and review the recommendations. Long term (next financial year) the council should consider the purchase of a telehandler, however, to maintain operational effectiveness we are looking to obtain attachments for the existing tractor and a woodchipper.

Wheelchair Inclusive Swing

20. The Outdoor Services Manager and the Planning and Environment Officer met with the GL Jones representative (the company chosen to install the swing) on 1st July 2022 to discuss the details of the swing installation and various other works for the park. The swing and the gate will use a radar key, meaning that anyone who has a radar key, will be able to use the swing.

The swing will be positioned so that those using it will be facing into the park/football pitches whilst swinging.

Instruction signs will be placed on the gate to the swing and also on the back of the swing ramp, which will include a QR code for an instruction video:



There will also be signs installed in the park to inform users of the new swing. The wheelchair inclusive swing was ordered on 6th July 2022 and was acknowledged on 20th July 2022. Work to install the swing is scheduled to start the first week of November 2022.

Didcot Town Council has a supply of Radar Keys for those who require them and sell them at a cost of £5 from the reception desk inside the Civic Hall.

I have been investigating prices for an access path to be created direct from the entrance of the park to the swing.

Ladygrove Park

21. The bark chipped areas in Ladygrove Park and Great Western Park have all been re-filled. 40m³ was delivered at a cost of £1622 ex VAT. This has allowed us to fill both Ladygrove and Great Western Drive play areas, which should keep these areas in good condition for the next couple of years.

22. The trees within the park have had their crowns raised. One of the Willow Trees could not be treated due to nesting birds. This will be carried out once the birds have left.
23. The repairs to the skate park concrete have been carried out at a cost of £772 ex VAT. We await a quote for the repairs to the safety fencing.
24. There is a ditch that runs along the east of the park. This is choked with vegetation, and it should be established if this is still an active feature. If so, it will need clearing.
25. Work on the train and the sandpit in Ladygrove has started and it is hoped it will be completed by the second weekend in October.

Edmonds Park

26. The Containers were installed on 20th July 2022. The waste pipes had been removed due to damage. The sewage pipe has since been plumbed in. The electrical works have been authorised and the water will be connected in the coming weeks. It is to be decided whether the council wishes to fence the compound in, or not, to ensure the security of these assets. Officers are currently looking at painting the top two feet of the containers with anti-climb paint to prevent access to the top of them, this has been an issue since day one.
27. There is an ongoing issue in both Edmonds and Lloyd Rec with local groups and sole traders using the venue for paid events and sessions, mostly coached football training sessions or training events.
28. To oversee Edmonds will cost approximately £8000, although I am awaiting further quotations as I think this price can be reduced. There is budget to do this, both 304/3152, and part of 310/3162. If the hopper for the tractor were to be acquired, we will be able to fertilise this area ourselves.

Recommendation

29. Given the weather, I would recommend that this is well worth doing before the end of October. This will maintain the pitches at Edmonds to a high standard, and we can look at co-ordinating with the football club in keeping the use to a minimum whilst the seed establishes. Edmonds is a highly used park, and this treatment would be highly beneficial to its future. We can look at applying the same treatment to Lloyd rec the following year.

Recommendation

30. The Committee should consider allowing the OSM to investigate the cost of signs to publish the local bylaws within the parks, alongside acceptable usage.
31. Suggested costs for hiring Council land will be discussed at agenda item 6.

Smallbones

32. There is a proposal to bund the roadside edge of small bones park to prevent the area being used by the travelling community. Costs are forth coming. Alternatives are to bollard or some other localised form of hard barrier to prevent a repeat of events earlier this summer.

Recommendation

33. It is for the council to decide what deterrent they feel is most suitable to the area. Bunding will probably work out cheapest, but the other alternatives will have lower visual impact.

Great Western Drive

34. The travellers left Great Western Drive Park on 24th August and the Outdoor Services Team cleaned and cleared the park the following day. DTC will need to replace fencing and a gate after this visit. The cost of this will be made available to members to consider, once received.
35. It was reported that the same group had attempted to access Edmonds Park on Wednesday 31st August via the main entrance. This resulted in a fair bit of damage to the height barrier. I am investigating costs to repair the barrier, and to see how much the cost would be to repair/replace the damaged section. Quotes will be made available to members once received.

Ladygrove Lakes

36. Waterlilies have been placed in the lakes, with mixed success. Some have had to be removed and are being grown on elsewhere to be re-planted next year.
37. There is an overflow pipe from the lakes to the ditch. This will need to be checked for blockages.
38. As discussed at the meeting of Full Council, the borehole prognosis report suggests that a borehole is unviable. Based on the geology of the area the resultant water was likely to be brackish. Whereas it might turn out that the water is useable, it is arguably quite a cost to take on given the risk involved.
39. Alongside the fishing club, the Outdoor Services team started pumping from the culvert on July 13th and continued to do so until 24th August.

A special mention should be made to the fishing club here in helping to man the pumps. This has put just under a foot on the lake level and combined with the eco treatments DTC have not yet seen a fish kill this year. This proves that the surface water system is a viable source of water for the lakes. The volume of water pumped is approximately 210,000 litres.

Recommendation

40. Budget estimates to install a permanent two-way pumping system are between £15-25,000. This is half the cost of a borehole and could potentially be covered by the Council. There is a fuller report about the ongoing remedials required at the lakes, however, it should be recommended to push for the installation of this by summer next year, as it will solve one of the major ongoing issues associated with the lakes.

41. It is highly recommended that the Ladygrove Management Committee is organised as a matter of priority. With potentially five viable options for the area now in place it would be useful to agree a way forward and then how to fund it.

Wildflower areas

42. The wildflower area has been cut down outside the Broadway allotment site. The thistles will be spot-sprayed and await the re-growth. Depending on how the area looks this might be cut again before the winter.

Events

Edmonds Park

43. The Football tournament was held on the weekend of the 11th June 2022. It was well attended and passed without incident.

44. The Funfair was held between 1st and 15th August 2022, and went without incident

45. "All Stars Cricket" Was well received and likely to be repeated next year.

46. The Explorer event was likewise a success and likely to become an annual event.

Ladygrove Park

47. A number of events were held by SODC in Ladygrove park this year: Explorer, Cricket and Rounders, which were well received and much appreciated. SODC now have an OS map of Ladygrove for future Explorer events.

48. Wynters wish held a "Funday" on 3rd September 2022.

49. The skateboarding event was cancelled due to the condition of the area.

Trees

Queen's Jubilee – Green Canopy

50. The TOE funding application for this was successful, on the condition that SODC give DTC permission to plant on the space. Discussions are ongoing with SODC, and it is hoped permission will be granted soon.

51. Tree works have been completed in Stubbings field, the Civic Hall, Edmonds Park and Ladygrove. This brings us generally up to date with tree works.
52. Two members of the Outdoor Team were put forward for the basic tree inspection course which would improve DTC's ability to monitor the trees and raise any arboriculturally concerns. Unfortunately, there were not enough people registered on the course, so it has been postponed.
53. The Poplar trees that sit near pathways and in the cemetery should be inspected annually
54. There are fungal fruiting bodies at the base of the Beech trees outside the council offices. SODC tree officer has been informed.

Millenium Woods

55. We have begun to thin out the woods and this will be ongoing throughout the next year. Removing some of the tree cover will open the woodland floor and it is hoped that this will encourage woodland flora such as bluebells and foxgloves. We are trying to retain as much timber as possible as this may be a useful resource.
56. The ash trees within the millennium woods appear to be impacted by ash dieback. This is a significant issue in that there is a high percentage of ash in the tree mix and mortality of this disease is approximately 80%. This will need to be monitored and diseased trees felled. As there is a sub-canopy of wild cherry *Prunus avium* this would likely be the succession species, although some extra planting should be considered.
57. Someone had attempted to light a fire in Millenium Woods:



(Photos taken
9th August
2022)



Staffing

58. Ian Macfadyen joins us at the outdoor services team from May. He has settled in well and is a strong and reliable hire.
59. One member of the team has obtained their PA1 and PA6 qualification.
60. One member of the team has completed a Wasp and Bee Control course, whilst another team member has obtained a Diploma in Garden Design and Maintenance (independent from DTC).



Environment and Climate Committee

3rd October 2022

Report Author: Lucy Blake

Proposed changes to the Events on Council Land booking process and policy

Introduction

1. Applicants can apply to hire Town Council land to hold events in Didcot.
2. Charges for this are advertised on the Town Council's website <https://www.didcot.gov.uk/annual-charges.html>
3. The original booking process and policies can be found [here](#).

Background

4. As mentioned in the OSM's report, there have been several small businesses and groups providing chargeable services to members of the public, such as "bootcamps" and football coaching in the parks. Whilst general use of the park for pleasure should always remain free, chargeable services should be considered as a hire and therefore should incur a fee.
5. The booking process and booking policy is due a review. The suggested amendments should make the process easier to follow for all parties.

Legal Implications

6. Agreements between parties would be legally binding.
7. Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 permits charging for the use of leisure and recreational facilities.

Financial Implications

8. There would be no charge to DTC in approving the amended documents and recommending the changes to Full Council for adoption.

Risk Implications

9. DTC would have to ensure all aspects of the process is adhered to and all hirers are made aware of the amendments and new procedure.

Recommendations

10. The Committee should decide whether to recommend the suggested amendments to the following documents (full document sent separately to members):
 - a. Council Land Standard Terms and Conditions of Hire
 - To include the following at the start of the document:

***“Didcot Town Council should be informed of any organised events proposing to be held on any/all Council land.*”**
 - 1. *Any organised event due to be held on land owned/leased by the Town Council should be discussed with the Council in the first instance to ensure correct information on pricing and permission is obtained. Events are monitored and recorded on a database to ensure there are no conflicts or duplications”*
 - To include *“Hirers who have been rejected may appeal to the next meeting of the Environment and Climate Committee, who will decide upon reviewing evidence supplied by the applicant, whether the rejection was fair and, if there is time available, whether the event may go ahead”*
 - b. Hirers Privacy Notice (attached 6.1)
11. The Committee should also decide whether to submit the ‘Events on Council Land Appeal Procedure’ to Full Council for adoption (attached 6.2)

To note:

 - *Standard receipt letters have been drawn up to confirm receipt of the application and to inform applicants of the next steps.*
 - *Officers have also drawn up standard letters to use when advising the applicants of the application decision after the Committee meetings (this used to be done via telephone). This will ensure every decision and action is tracked and traced.*



Hirers Privacy Notice

When you hire the Town Council's land, or hold an event in any of the parks, the information you provide in your application (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement.

Your personal information will not be shared with any third party without your prior consent.

1. When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you regarding your hire request. This information will not be shared or provided to any other third party.

2. The Councils Right to Process Information - General Data Protection Regulations Article 6(1)(a)(b) and (e)

- Processing is with consent of the data subject or
- Processing is necessary for compliance with a legal obligation or
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

3. Information Security

Didcot Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction, or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

The Town Council will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. You may request the deletion of your data held by Didcot Town Council at any time.

4. Access to Information

You have the right to request access to the information the Council hold on you. You can do this by contacting the Town Clerk on council@didcot.gov.uk.

5. Information Correction

If you believe that the information the Town Council have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

6. Information Deletion

If you wish Didcot Town Council to delete the information for the purpose it has been collected for, you may object and request the information to be deleted. This must be done in writing.

7. Rights Related to Automated Decision Making and Profiling

Didcot Town Council does not use any form of automated decision making or the profiling of individual personal data.

8. Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Town Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

9. Summary

In accordance with the law, Didcot Town Council only collect a limited amount of information about you that is necessary for correspondence, information, and service provision.

Didcot Town Council:

- Do not use profiling and will not sell or pass your data to third parties
- Will not use your data for purposes other than those specified
- Will make sure your data is stored securely
- Will delete all information deemed to be no longer necessary.

Didcot Town Council constantly review the Privacy Policies to keep it them up to date to protect your data - *You can request a copy of our policies at any time.*

DIDCOT TOWN COUNCIL

Events on Council Land Appeal Procedure



Adopted on XXX
Next review date: XXX

Appeal Procedure

1. Inform the Council you wish to appeal the Environment and Climate Committee's decision on rejecting your application

- a. An applicant may appeal (in writing) against the refusal of their application but should do so within 14 days of receiving the decision notice.
- b. The applicant will need to list all the reasons why the Environment and Climate Committee should re-consider their decision and include any additional information they feel would help their appeal.
- c. Officers will acknowledge the appeal request in writing.

2. Consideration

- a. The appeal will be discussed at the next meeting of the Environment and Climate Committee. The applicant can attend the meeting and address the Committee if they do so wish. Attendance needs to be confirmed with the Chair of the Committee prior to the meeting.
- b. The Committee will discuss the application and the original decision and will consider any additional information supplied to them.

3. Decision

- a. If the appeal is successful and the Committee decide to overturn their previous decision and approve the event, confirmation of this will be sent to the applicant by Officers and the full payment will be due.
- b. If the original decision is upheld and the appeal is unsuccessful, the event will not take place.
- c. The decision on the appeal by the Environment and Climate Committee, is final.

Didcot Town Council

Environment and Climate Committee

3rd October 2022

Report Author: Fred Lamb



The Outdoor Services Manager's proposed Ladygrove Lakes Management plans

Ladygrove lakes- The Future

A unique asset with a strong future at the heart of the local community.

Introduction

The outline of this management plan is likely to change and evolve over the coming months as the work of the management committee affect the objectives and outcomes outline below. It follows the work of previous outdoor services managers and will hopefully constitute a broad framework to build on and develop a long-term strategy for the future of the Ladygrove Lakes. The hope is to bring a consortium of interested groups together to formulate an approach that will benefit the lakes in terms of its end users and address many of the issues associated with the lakes. This hopefully would be carried within the context of achieving broader biodiversity net gain and bearing in mind the potential effects and mitigation of climate change over the next twenty years.

Ladygrove lakes, context

The general history of the Ladygrove lakes is currently largely anecdotal, and stems from several sources locally with considerable knowledge of the lake's formation and development. It would appear the most succinct knowledge currently is held by the longest serving Outdoor services manager at the time and some of the previous chairman of the fishing club currently extant on the lake. It is hoped to build on this and get a better idea of when the lakes were built, the larger plan at that time and ideally an original construction plan. *This has current management implications, most notably the physical characteristics of the lake itself, especially in terms of what form of liner was used, its original build-up and any associated maintenance or lifespan considerations.*

The lakes were created as part of the wider Ladygrove development. They were the old sewage works balancing ponds, but the smaller lake is entirely artificial. Spoil from this and the lakes itself was removed and used to create the two mounds that sit either side of the lakes. The area has been marsh for some time and is bisected by several drainage ditches probably installed to open the area up to allow seasonal grazing from the 1800s. The angling association have been on the lakes since the lakes were formed and continue to use them for this purpose.

Physical characteristics

The two bodies that make up the site, referred to as “The Lakes” are, for all intents and purposes one body of water, by way of the pipe that connects the two beneath the causeway that bisects the site. The total area of the site is approximately 1 hectare in size and consist of two distinct water bodies. Currently both lakes are undergoing a sonar scan to ascertain the depths of the lakes and the amount of sedimentation on the bottom.

For the purposes of government bodies and fish health, most notably the Environment agency, the fact that both lakes are linked is important, as it makes movements, most notably of fish, easier to conduct. The fact that it can be regarded as one body of water means the need for permissions and licenses is reduced. Even though the “lakes” are technically one water body, the causeway that bisects the two essentially makes them behave as two independent water bodies.

“Match lake”

The smaller of the two lakes, the water body makes up approx. 0.3ha. There is approximately 60-90cm of silt in places and the water averages around 90 cm depth. The area is characterised by vegetated banks and a strip of reed/ emergent woodland to the southern edge of the lake, beneath the electricity pylons. Two small islands sit within the main body of the water, and a now defunct pontoon is positioned to the East of the pond. This was the dedicated disabled angler swims in the past. Anecdotally the pond used to have a large head of smaller match species as well as a number of escapee goldfish and Koi carp that had grown to a not inconsiderable size. There is a bench and grassed area underneath some mature Willow trees that is used where park users tend to feed the resident waterfowl.

“Specimen lake”

Is the larger body of water, measuring approximately .7 ha and forms the main area used by the Didcot angling club. The maximum depth is between is between 1.5-2M in the deepest part with approximately 40-50 cm of silt on average, although much deeper conglomerations of silt are present. As with Match Lake a strip of successional wetland forestry is situated on the southern edge beneath the Pylons, which extends part way along the causeway and towards “last swim”. A historic outflow pipe also exists in this area which drains into a ditch, and the newer outflow pipe installed following flooding. There are four permanent islands and several vegetated pontoon structures in varying condition.

Several angling “swims” or “pegs” are arranged around the perimeter of the lakes, made up of wooden pontoon structures. The lake supports a large head of waterfowl, especially Canadian Geese. In terms of fish, most species are present here, including potential predators such as Perch as Pike. There is also confirmed evidence of grass carp and a rumoured Wels Catfish. These are non-native and can have detrimental effect on the local fauna.

Current issues at the lakes

There are a variety of issues affecting the lakes of varying degree of severity, outlined below.

Water supply and climate change

The principal issue at the lakes in terms of animal welfare and continued viability is arguably water supply. In dry summers the level of transpiration far exceeds inflow,

To consider the OSM's proposed Ladygrove Lakes Management plans

causing dramatic drops in water level as there is no effective through flow. Most of the issues outlined below are compounded by the fact that currently there is no viable way of obtaining water over the summer to maintain a minimum depth in the lakes. As the water levels drop, issues such as nutrient density, oxygen saturation levels and algal growth compound to produce ideal conditions for fish kill events, such as that witnessed in 2019 which effectively closed the lakes for the remainder of the year. A Similar event was recorded in 2015 as a result of an algal bloom. Whereas the low water level is not an issue *per se*, low levels compound issue into a major environmental crisis.

Climate change is likely to have highly significant impact on Didcot and will certainly influence the ongoing management of the lakes. In terms of physical effects this will largely depend on whether, globally, global temperature rise is held at 1.5^o (unlikely) or how high the temperature gets thereafter. In a way, the lakes represent an ideal case study as to climate change impact and mitigation over the intervening years at a local or community level, and it is to be seen how this evolves.

The generally accepted outlook suggests that extreme weather events will become more frequent. This would mean longer periods of very dry or hot weather as well as increased storm and rainfall events. In terms of the lakes at Ladygrove, this suggests that there will be a greater risk of drought conditions throughout the summer months, and for longer and longer periods of time. However, there would also be significant re-fill opportunities as and when these large rainfall events occur, provided this excess flow can somehow be diverted to recharge the lakes.

Water quality and algal blooms

In conjunction with the water level there has historically been an issue with general water quality and algal blooms affecting the water column. significant fish kill events in 2015, 16 and 18, mostly due to algal blooms but also because the lakes effectively have no inflow or outflow, forcing environmental conditions to a head. There have been issues particularly with blue-green algae (*Cyanobacteria*) which is toxic to humans and lethal for dogs. It is the death of these organisms and then their rapid decomposition that rob the water column of the dissolved oxygen content, leading to fish kills. It is also indicative of a high nutrient load within the water body itself and is compounded by increased water temperatures. As the water levels drop, toxins within the water and pollutants become more concentrated, leading to increased quality issues. Currently, a solar powered aerator in the main lake is maintaining oxygen levels, however the smaller match pond has no such unit.

Sedimentation

Sedimentation in eutrophic Lakes is a constant and environmental process eventually leading to the filling of waterbodies and a shift to wetland habitat and eventually dry land. The issue for land managers and for the lakes at Ladygrove is that currently the desired outcome is to retain both water bodies as distinct individual sites and as functioning fisheries and open water. The sedimentation in both lakes is an ongoing issue as the sediment is takes up physical space, reduces the depth of water and therefore is both detrimental to water supply and quality. The resultant sludge is anoxic, highly fertile and is a significant source of nutrients on which the *Cyanobacteria* feed.

Currently the lake is being treated with *Eco tabs* which is a bacterial system introduced to the lake monthly and designed to oxidate and dissolve some of the sludge, thereby improving water quality. The jury is out as to how effective this is but anecdotally there seems to be an effect. The lake is also being currently mapped via sonar to establish the

To consider the OSM's proposed Ladygrove Lakes Management plans

build up and composition of this sludge, whereby an effective solution will need to be found either to remove it or reduce the volume.

Non-native and invasive species, including vermin

There are currently several non-native and invasive species to be found in and around the lakes:

- **Wels catfish *Silurius glanis***

There has been reports of a Wels catfish in the lake for some time now, and it has been caught a few times. The last time that it was verifiably captured the weight was said to have been approximately 60 lbs (27 KG) The current record weight for a wels catfish caught in the UK is 144 lbs (65 KG). whilst a significant trophy, Catfish can have a detrimental effect to fish within a small, enclosed ecosystem. They are predatory and will eat most fish and small ducks. Native to central Europe, Wels catfish are introduced clandestinely for there sportfishing potential, and anecdotally four more have been put into the Ladygrove in the last year. This has been done without permission or licences.

- **Grass Carp- *Ctenopharyngodon Idella***

Grass carp are from Asia and were introduced as a way of controlling weed growth in inland waterways and a vogue grew for using the species for this purpose in fisheries, alongside there attractive sporting potential. Currently Grass carp need water temperatures of 20°C to spawn effectively and so it is unlikely to be able to form a self-sustaining population. With the impact of climate change this may well become viable, and we may well see species shift to species such as this and the Wells catfish predominating within inland fisheries. Within the Ladygrove the population of Grass Carp are unlikely to pose a significant issue, although it might be worth ascertaining at some point how many individuals are likely to be extant within the water.

- **Goldfish, koi and ghost carp**

A number of Goldfish and Koi carp have made their way into the lakes Although non-native they are caught with much pleasure by the anglers on ladygrove and represent no management issues moving forward. They are unlikely to fetch exorbitant prices.

- **Canadian Geese *Branta canadensis***

Perhaps the most visible of the non-native species within the lakes, Canada Geese can be either migratory or resident in southern England and represent a persistent management issue at Ladygrove. There are probably around 25-30 resident individuals that live in and around the lakes all year round, who are joint by up to 100-150 individuals over the breeding season. There is an ongoing issue with geese being fed bread, which then either sinks to the bottom of the lake or ends up as faeces. Both add significantly to the nutrient loading with the lakes, which in turn is driving the algal blooms and resultant fish kills. The droppings also represent a significant health risk on the banks, both due to being vectors for disease and as a slip hazard. The Goose droppings were picked up as an issue by the environment agency during the 2015 fish kill. There is also an issue in that large numbers of Canadian Geese can be highly territorial and seem to be suppressing other wildfowl from being on the lakes.

- **Rats**

Rats are currently an issue at the lakes, and can be seen with very little trouble, scurrying across the causeway and along the banks. As well as being vectors for disease, most importantly Weil's disease, rats also have a significant ecological impact as they eat the eggs of the smaller bird and duck species on the lake, and could well be inhabiting a trophic level that could potentially be filled by the water vole, currently a priority species under the 2010 biodiversity framework (<https://www.wildlifetrusts.org/wildlife-explorer/mammals/water-vole>)

Rats are attracted by the large amounts of feed left out for bird species, white bread, discarded bait and so forth. Poisoning in this area is probably inadvisable as this has a detrimental effect on the other wildlife about the area, so humane trapping may be the only meaningful way of control.

Ladygrove lakes, proposed solutions:

The lakes offer a valuable amenity resource much cherished by the local population. This takes the form of:

1. The fishing club- a low cost and easily accessible amenity that has been historically used by the young people of Didcot as well as those who may be unable to access opportunities out-with the local area.
2. Informal recreation opportunities- the paths around the lakes, and the causeway ("Jim Goodall Way") offer a valuable resource for informal leisure- walking, dog walking, meeting friends and sitting outdoors.
3. Access to nature- this currently takes the form of feeding the wildfowl which, although unhelpful does represent a valuable interaction with the natural world. This could take the form of boardwalks through wetland areas and birdwatching.

Any approach to renovating the lakes will, invariably, centre around the improvement of the water quality and supply but will also have to place the lakes within the wider context of Ladygrove park and the town of Didcot in general. This will widen the amenity appeal to as many users as possible and justify the not inconsiderable cost associated with renovating this area. There are a number of solutions to the issues highlighted above, some of which will now be outlined.

Water supply

The provision of a borehole is costly (circa £45-60,000 with power supply and pump unit) and based on the prognosis report potentially unviable. It is unlikely that the council will be willing to accept this level of risk.

Pumping of the surface water is proven to provide required water input, as it has been operating since July of this year and kept the water level at a reasonable height. This has been through the hottest day on record, and as of writing has avoided significant fish kills. The issue is the uncontained water source and the health and safety issues with using staff to open culverts, raising issues of confined spaces, and working at height.

A permanent pumping system installed into the surface water drainage system is the most viable and cost-effective solution to maintaining a reasonable height of water in the lakes over the summer.

The issue with the introduction of potential contaminants to the lakes will need to be addressed by a variety of means:

A hydrocarbon interceptor and a catch pit prior to the pump chamber should be considered, with a coalescing filter to ensure no vehicle spill gets pumped into the lakes. The estimated cost of this would be approximately **£20-30,000**. Power can be either solar or mains. Consents would need to be obtained from Thames water, who manage the surface water drainage system and the corporate landowner.

Water quality

Water quality will not improve without significant removal of sediment present in both the lakes. This can be achieved via chemical or mechanical means. The chemical solution comes in at **£60,000**. Whilst this will potentially solve the water quality issues it would not necessarily solve the volume the sediment takes up in the water. At depths ranging from between 400mm-180mm this is a significant depth that is being occupied. At the greater its deepest point, a de-silted lake would have 2-2.5M of water- as useful refuge for fish in the hottest weather. Costs to de-silt the lake range from around **£100-110,000**

Water volume is currently the most significant issue on the lakes. However, although costly, dredging of the lakes will be essential to improve the quality of the lakes.

Geese

It is highly unlikely that any sort of cull will be either well received, or, on advice of the RSPCA particularly effective. An active programme of egg oiling/popping in the summer seems the only physical control methods available currently. This should also be considered with the population of mallards which, also seems to be exponentially on the rise. The RSPCA also recommend a range of landscape and maintenance measures that reduce the appeal of the lakes to the geese in general. Installing of a relatively tall knee rail between angling pegs, and potentially across the front of the pegs themselves may well deter geese from entering the area. Increasing bankside vegetation not only increases the biodiversity and habitat potential of the area but will also deter geese from entering the lakes. Grass left long will similarly reduce the amount of habitat available to Geese and hopefully reduce the number of permanent residents in the area. This has been effective at Croydon town council. If it were to be suggested that the smaller lake might be described as a nature lake, activities such as feeding could be conducted in this area. Feeding should be discouraged with signage large enough to be visible, but not actively prevented. This is a significant activity with wildlife that is relatively cheap and easy to access by park users. A strong, active outreach programme within the local schools may we'll also be better received and less prescriptive.

It is important to monitor and record populations of geese, wildfowl, and other fauna to monitor the agreed biodiversity goals and gains in the area; Again, this can be positively introduced into schools and as a "citizen science" activity. alongside the development of a relatively simple and inexpensive app. General improvements to the staging and the areas directly surrounding the lake will probably be in the region of **£20,000**.

Rats

A full-scale control programme will need to be introduced to control the population of rats. Options from control range from getting ferrets to remove the immediate population, installation of hibernaculum for grass snakes and reptiles, and nesting boxes for predatory birds. A new, low – toxic bait could be considered, these would be installed in specialist bins that will protect the bait from other wildlife. Cost for a years' worth of treatment (Selontra) and supply of 6 bins with bait stations is **£3,560** ex VAT.

Non-native species

The majority of non-native species are low impact and not of particular issue. There is a plan to set up an overnight fishing session with the bailiffs of the fishing club. The plan is to try and capture the catfish and then potentially move it to Linear fisheries in Oxfordshire. Appropriate permits and humane tanks/ movement needs to be considered but represents an interesting and quite unique sub-project. In terms of the law, if a non-native fish is captured it is required to be dispatched and not returned to the water, which is, strictly speaking an offence, so a relocation attempt would appear to be a more humane way of dealing with this issue.

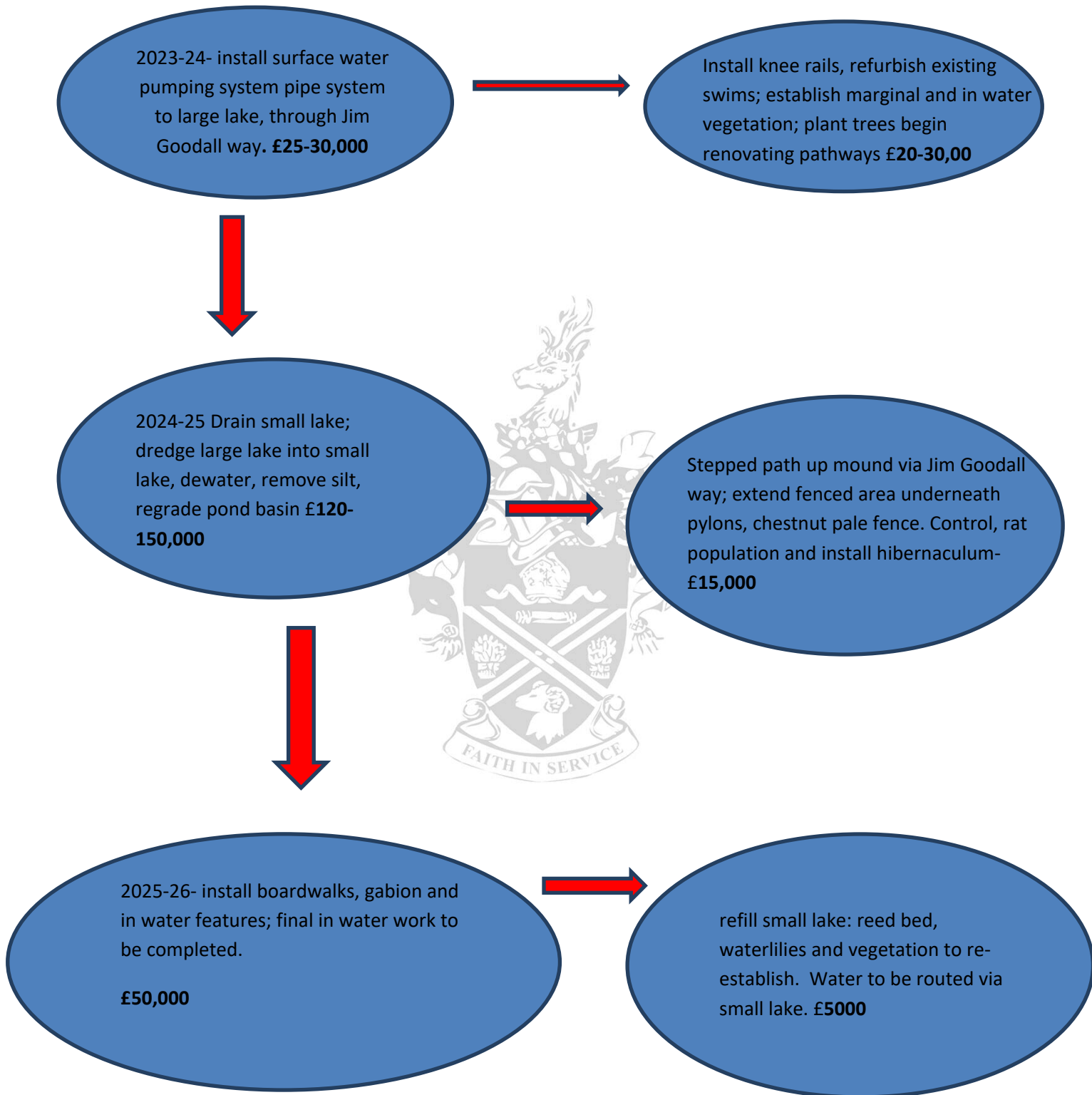
Biodiversity and access

There is significant potential with the site for habitat improvement and creation. This area is where there is the most significant opportunity to change the overall purpose of the area, increase amenity value and provide informal recreation to the residents of Didcot. Oxfordshire is stronghold for the endangered water vole (<https://www.bbowt.org.uk/news/water-voles-thriving-oxfordshire-and-berkshire-and-given-helping-hand-buckinghamshire>) are a UK biodiversity action plan species, and could well be present in the area. Removal of rats and improvement to bankside vegetation could well make this a valuable habitat for this iconic species.

The smaller lake could well be turned effectively into a wildlife pond and while still retaining some fishing value could represent the main area around which informal recreation could take place. The area nearest the electricity pylons could well be developed into a large reed-bed and bird watching area, with the re-established boardwalk a useful route for park users. Hibernaculum, bird, owl, and kite boxes can provide useful nesting opportunities for birds and reptiles and actively re-vegetating banks and the water body itself will favour small mammals and amphibians, while reducing the suitability for Canadian Geese.

A stepped pathway up the adjacent bank will reconnect this area with the wider park, and this will open the place up to a range of users. Japanese Cherry trees planted across the mound in this area will both provide nectar to pollinating insects and a "wow" factor on maturity. It might also be considered to install a small olive grove, to form a talking point as well as an interesting experiment into the direction of travel regarding the climate emergency and amenity planting. Improvements to existing pathways will also rejuvenate the area and improve access, particularly for the less mobile. Fishing pegs will need to be refurbished and a walkway through a reed-bed installed. Dependant on available budget, and final plan this would look to cost in the region of **£50-60,000**

Perceived timeline and indicative costs



Conclusions and funding

The installation of the water pumping system should be the main priority at the lakes over the course of the next year. Further works can be assessed dependant on access to funding. There are several grants and revenue streams that can be looked at. Viridor can provide grant aid for the biodiversity elements of this scheme, alongside other landfill-based grants. The Didcot Garden town initiative is also worth looking at as an option, and the angling club elements may well be eligible for the lottery community fund. The scheme outlined in its entirety should come in at a total of £300,000. Although quite a sum, it would be my recommendation that something like this will open up the area to a wider section of park users and secure the long-term ecological viability of the lakes.

As outlined above, the issues surrounding Ladygrove lakes should not be considered independent of one another. If one were to view the area as an ecosystem, improvement to the general health of the whole system would hopefully break the cycle currently present in the feed-back loops briefly described above. Principally there is an issue with water supply and quality, but this is compounded by the inputs and outputs to the lake, and it could be argued this is what leads to system collapse. System collapse, in this context, has happened every five years, looking at historical reporting. With climate change this is likely to become more frequent, and a do-nothing approach will lead to a serious question over the future viability of the fishery and the lakes themselves. At the current point in time a solid and well-funded management plan would be the best chance of securing the long-term future of the lakes. The Ladygrove lakes represent a much-loved value and feature of Didcot town, and there is ample reason to fight for their future as two distinct and viable bodies of water. Fairly unique to Didcot the Ladygrove lakes is a fully functioning fishery in an urban setting, alongside the informal recreation opportunities presented by the environment itself. The fishery presents a valuable resource in that it is very reasonably priced and does not necessarily require access to a vehicle to access the site. Therefore, the lakes are valuable asset to groups that may well be excluded unintentionally from other venues.

The scope of the management plan therefore is broad and should be installed for a sufficient time to allow suitable processes to take effect, alongside functionality of approaches at a landscape scale. There are suitable periods of review at the one year, five year and ten-year period, and a reasonable time frame would probably be twenty years, at which point, considering prevailing climatic conditions further plans would need to be considered.

Fred Lamb
Outdoor Services Manager

Didcot Town Council

Environment & Climate Committee

3rd October 2022

Report author: Fred Lamb



Outdoor Services Equipment report

Introduction

1. This report updates the report delivered by my predecessor in March 2021 and puts forward a range of proposals for new equipment and financing options.

Recommendation

2. That the Committee reviews the report, notes the options available and recognises the present document as an interim report into equipment requirements and damaged equipment.

Background & Update

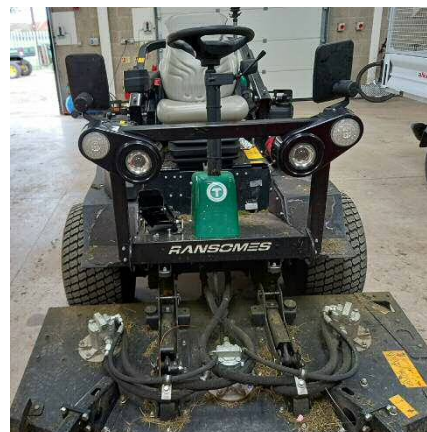
3. Following on from the previous report this is an update on the general condition of the equipment and a recommendation as to what in my view would benefit the outdoor services team in moving forward.

4. **Ransome Parkway: “the triples”** this seems to be running efficiently over the main cutting season. Barring any major issues this should hold out well for the remainder of the cutting season. It will require a full service at the end of the year as it is our main cutter. Losing this at a critical moment in the year would represent a fairly serious issue and it is therefore wise to maintain this as thoroughly as possible.



Currently this machine will cut Edmonds and Lloyds Park to sports turf standard and can be used in areas where a high finish is required. Sports turf as a rule is cut weekly.

5. **Ransome HR300:** “the out-front” Has a large mowing deck in front of the operator and will deal with slightly rougher grass areas, such as Ladygrove park, Stubbing’s and Great Western Drive Park between both machines the total area currently managed by Didcot TC can be cut over a two-week cycle.



6. **Iseki SX622:** has been disposed of.
7. **John Deere Gator-** No issues except the handbrake and two front tyres had to be replaced this year at a cost of £1020.
8. **Alke-** No issues aside from the staff don't like it.

Large machinery and tractors

9. **Iseki P919 FCF:** As outlined in the previous report, this is used for little more than pulling the trailer. There is a unit in the yard that will spike and roll the sports pitches, but this is anecdotally of little use, except in wet weather. This is occasionally used on Edmonds and Lloyd rec. The trailer is extensively used for allotment clearances, during the annual football tournament and any other movement of bulk materials or waste.

Potential upgrades and further uses

There is a significant potential cost argument for in-housing equipment capable of carrying out pitch maintenance. There is additional scope to equip this tractor with a bucket and/or counterweights. You would need one or either of these to utilise these attachments.

Recommendations

The rotary mower is potentially something to consider for the future. It would be well worth considering putting a loader and counterweight bucket on this machine this year, as well as the weights and frames. Price also includes pallet forks. At the very least a 500kg fertiliser hopper would be helpful. Total for all of this is **£10,113**.

Moving forward it would be significantly beneficial to look at getting a verti drainer and chain harrow- ideally this is an annual operation and would significantly improve pitch performance. Re-seeding is probably not necessary annually and therefore more cost effective to contract out. Cost for these is **£32,800**.

To consider the Outdoor Services equipment report

There seems to be significant merit in looking at getting the necessary equipment to maintain our sports pitches to a higher degree than we do now. Without a lot of knowledge of previous treatments one can only assume that this has not been done for some time and this is borne out with the soil analysis conducted earlier on in the year. There is probably budget available to obtain the forks and hopper, found in the groundskeeping equipment EMR. We could also potentially use budgets from the sports pitches. It is for the council to decide if there is further resource for the hollow tinning and harrow. This could also, potentially be offered out as a service to neighbouring parishes.

New Holland tractor: As previously stated this tractor is really at end of life and very much on borrowed time. This year there was a break down in New Road allotments where the battery and starter motor were left in gear. This was resolved and the tractor was repaired on-site by Turney's machinery. There is an issue with the clutch motor staying engaged, and this has currently been made good with a couple of washers. The cost to fully address the issue has been quoted at **£5000**, factoring labour requirements. The current trade-in cost of this machine is about the same.



New Machinery for consideration.

The loss of this machine will severely limit the applications of the Outdoor Services team. The use of the bucket is integral in the spreading of the play bark, moving of material on allotments, general clearance works and occasional work that requires the use of the forklift. Initially the thought was to replace this machinery with like-for-like, however, arguably what would really benefit the team in the long term is to look at the purchase of a mini, or compact telehandler. The benefits of this are as follows:

- **Lifting Weight-** both the electric and traditional diesel models will lift between 1500-2000 KG when used as a forklift, depending on the model selected. The relative weight that a new tractor of similar size is at most 750KG. The ability to lift over a tonne is very useful, most aggregate, and loose material can be delivered in bulk, tonne bags, and this capability can also be utilised by the facilities team as and when required.
- **Reach-** Depending on the modal, a telehandler will reach between 4 and six meters out. This greatly extends the teams capabilities. As a personnel cage can be attached, staff can reach gutters, the top of hedges and some hung-up (broken) branches. This has strong efficiency and capability gains, particularly in being able to deal with a limited number of arboriculture applications that would otherwise require the use of a tree surgeon

To consider the Outdoor Services equipment report

- There are a range of other attachments that will increase the ability of the team. Pallet tines and a personnel cage would be a solid start, and a deep bucket for bulk goods, such as woodchip or aggregates and a smaller scraping bucket. Most machines have a range of fittings that may become pertinent in the future
- The smaller size of a “compact” or “mini” telehandler fits largely in the footprint of the old tractor, and with crab functions are ultra-manoeuvrable.

Financial implications

Diesel

The total cost of a Kramer KT144 telehandler from Farol Ltd, with a two-man lifting platform, a muck-grab bucket, heavy duty euro bucket and pallet fork tines is **£56,812** ex VAT. This is with assumed trade-in value of the Ford New Holland of £6,000. Anticipated lifetime of this machine is in the region 10-15 years, but fuel costs would have to be factored in. Taxing and insurance would also have to be accounted for, as well as initial training for using telehandlers amongst the staff.



of
to

Electric

On Monday 10th June 2019 Didcot Town Council declared support for the climate emergency with a task of working with the District Council to bring down our CO2 emissions both in production and consumption to reach carbon neutrality by 2030 and carbon zero by 2050.

There is the option for an electric version of a telehandler from JCB. This also has a range of various attachments and equipment and is suitable for the uses of the council. It also has a higher reach (6M) and greater load carrying capacity (2000KG) With an assumed operational life of ten years. Approximate run-time is four hours continuous use.

Financial implications

Total cost is **£74,971.35**, higher than the Kramer, but ongoing fuel costs are lower. This is also without all the extra attachments included in the price, so will have to be purchased separately. With a **£22,500** deposit the council would be looking at spending **£1,334** over 60 months. There is a £5000 JCB finance support package that would be best utilised on attachments. Overheads would be the same for training and insurance.

Tractor options

Bearing in mind we already have one well-functioning tractor that can be retrofitted with useful equipment, it would seem more of an idea to extend the range of capabilities within the team with an alternate machine. However, by way of comparison, a Kubota L2622 or an Iseki TH 5370 H with a lifting arm and bucket. Both will have a lift capacity of 750 Kilos. The benefits are largely price, and training is not an issue as there is already skills within the team. An Iseki with loader will

To consider the Outdoor Services equipment report

come in at approximately **£25,000** and the Kubota works out at **£38,000** with trade-in. Both are good, solid machines that will fill the gap left by the New holland. Again, each machine can add a range of attachment, but it should be noted that the lifting capacity is below a tonne.

Avant's

An Avant is a multi-use compact tractor option that uses a central PTO drive that can work with several attachments. This has come in rather late for this report but is well worth considering in the future due to its size and the number of different uses it can be put to. A diesel AVANT with a range of attachments will come in at approx.£40,000



Woodchippers

A woodchipper has long been on the list of desirable items outlined by the outdoors team. Currently there is an issue with bulky organic waste from operations involved with hedge cutting and tree management. As the team progress with more involved works, most notably a programme of thinning out the millennium woods, hedge reductions across the allotment sites, hedge-cutting and general clearance work, the likelihood is that bulky organic waste will only increase.

Being able to process green waste will be highly useful for the team. Material can be processed either in situ or onsite, and it will reduce the quantity of bulky waste that then has to be processed. The chips themselves are a valuable resource to cover paths or as a mulch after about one year of composting.

Financial implications

The chipper we currently hire from Didcot plant, the Timberwolf TW160PH Chipper will cost **£11,980** with delivery. The next spec up is **£16,000**. The more expensive machine improves efficiency in processing time. Training is also a factor; this would be approximately £2000. As these are particularly dangerous machines it would be good to train all staff members.

The alternative this year is to use the 325/9031 tree management contract to hire in a commercial team to chip green waste for half a day per month. This would probably cover much of the waste generated cost for this over the course of the year is £2160.

Recommendations-

Other machinery

- It would be useful to obtain a new push mower with roller. Our existing one is getting to a point whereby it would be useful to keep as a spare but is becoming old and needs a lot more regular servicing. This is used when a high specification finish is required, for example for weddings and events in the civic hall garden and for the lawn on remembrance Sunday in November around the war memorial. Cost for a suitable machine would be between £800-1100 depending on model.
- A rotavator would be useful, and essential if we were to offer this facility out to allotment holders as a chargeable service. Cost is approx. £700.

To consider the Outdoor Services equipment report

- Some form of leaf collector needs looking into.

Options

Below is a table of options. The *red* is most desirable. The *Yellow* is within budget and therefore most likely. It should be noted that either the Avant or the telehandler should be looked at as the next major purchase.

combination	upfront	Monthly payment	Duration
Front loader, weights Izekei, Hopper, new lawn mower, rotavator	£15000 app	NA	NA
Front loader, weights Izekei, Hopper, new lawn mower, large chipper; mower, rotavator and sundry small machinery.	£33,000 approx.	NA	NA
Izekei full Upgrades	£33,600	0	NA
Izekei upgrades and woodchipper	£45,600	0	NA
*Avant e series; bucket, forks; light materials bucket.	£35,000 with trade-in		NA
Kramer diesel telehandler; forks, personnel cage, bucket	£56,000 £20,000	£717	48 months
Electric Telehandler	£74,000 £22,000	£1335	60 months
Kramer diesel telehandler; forks, personnel cage, bucket; Isekei full upgrades	89600 28,000	1740	48 months

Conclusions and recommendations

It is for the committee to decide what new equipment the outdoor services team get and when, however it should be noted that the small tractor is very much on borrowed time, and it is more luck than anything else that is keeping it going. I would suggest this is the most important piece of equipment to be replaced in the near term. I would also suggest that a woodchipper and rotavator would be the most useful addition to the equipment we currently utilise. Whether that is the larger or smaller model is for the committee to decide, however, the higher specified machine

To consider the Outdoor Services equipment report

will invariably open greater opportunities in the future. I would also suggest that a compact telehandler would again increase the effectiveness of the team, but again, cost is certainly a factor, and it might be found that a replacement tractor might be preferable, although this would be a missed opportunity to add capability to the assets we have. The most cost effective ways of retaining the capability of using a bucket mount would be to procure the relevant attachments for the existing Isekei tractor.

Ideally

This year a telehandler and chipper

Necessary

Bucket attachment to the Isekei.

Didcot Town Council

Environment and Climate Committee 3rd October 2022

Report author: Stuart Mundy



Recommendations from the Allotment Liaison Group

Introduction

1. The Allotment Liaison Group met on Tuesday 30th August 2022 – draft minutes attached.
2. The current rules were discussed as were the tenancy agreements, Terms of Reference, inspection procedure, and the probationary agreement.
3. All original documents can be found on the Town Council's website, [here](#).

Recommendation

4. The Committee should consider the suggested amendments to:
 - a. **Tenancy Agreement** - points 4 and 10:
 - 4 to read *"The Tenant shall use the Allotment Garden only for the production and cultivation of fruit, vegetables, flowers and livestock for use and consumption by themselves, their family and their friends"*
 - To be added to 10 *"The Town Council's Appeal Procedure may apply (this can be found on our website)"*
 - b. **Allotment Rules** – points 6, 10 and 14:
 - 6, to change the width of the path from 1 metre to 1.2.
 - 10, to change the maximum size of polytunnels from 10'x8' to 12'x10' and to add *"Please note the Council will only consider allowing permission for one of each structure, per allotment plot"*

To consider the recommendations from the ALG

- To amend 14 to read *“Existing ponds as of 31st August 2022, are allowed to stay within the Tenant’s plot. Tenants shall not, without written Council consent, add a new pond to their allotment plot as of 1st September 2022”*
- c. **Inspection Procedure** – points 2, 4 (was 3) and 5 (was 4)
- To add an additional point at 2 to read *“During the probationary period, the Outdoor Services Manager/Supervisor will inspect the plot (usually after two months). If the plot is deemed to be in a poor condition, uncultivated and overgrown, Didcot Town Council will write to the tenant by letter and/or email, allowing them two weeks to bring the plot up to a decent standard. A second inspection will take place after this time”*
 - To add to point 4 (was 3) *“If at the end of the three-month probationary period it is deemed that no work has been done and/or no improvements have been made, the tenancy will be terminated immediately”*
 - To add to point 5 (was 4) *“If a new allotment tenant fails their three-month probationary period, no percentage of the deposit will be returned”*
- d. **Probationary Agreement** – points 3, 7 and 8
- To add ‘livestock’ to point 3
 - To add point 7 to read *“An inspection will take place as per the Town Council’s Inspection Procedure after 2 months. Failure to work the plot as per the rules/policies, will result in an inspection letter being sent to the tenant. The tenant will be given two weeks to bring the plot to an acceptable condition, after which a second inspection will take place. If the plot is deemed to be below standard, the tenant will be given a further two weeks to improve the situation”*
 - To add the sentence *“The Town Council’s Appeals Procedure may apply (this can be found on the website)”* at item 8
- e. **Terms of Reference** – attached 9.2
5. The Committee should also consider whether to recommend to Full Council to approve the suggested ‘Allotment Site Representative Code of Conduct’ document (attached – 9.3).
 6. The Committee should also consider whether DTC re-issue every allotment tenant with a new tenancy agreement (if approved by the Environment and Climate Committee and adopted by Full Council) or only issue the updated agreement to new tenants.
 7. To consider approving the purchase of an additional two smaller (A2 size) green noticeboards for New Road and Mereland Road allotment sites at a cost of £516 each – the Committee would need to decide which cost centre this would come from (could potentially use the street furniture cost centre 3168).

Legal Implications

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

Financial Implications

10. There will be no financial implications to Didcot Town Council for amending these documents.

Didcot Town Council

Allotment Liaison Group

Tuesday 30th August 2022 at 7:00pm

All Saints Room, Didcot Civic Hall



Minutes

PRESENT

Allotment Representatives:

Mr A Feest	(Broadway)
Ms T Feest	(Broadway)
Mr T Bray	(Cockcroft)
Mr N Quinton	(Mereland Road)
Mrs M Samuels	(Wantage Road)
Mr T Morey	(New Road)

Officers:

Mr F Lamb	(Outdoor Services Manager)
Mr S Mundy	(Projects and Services Officer)

Councillor representatives:

Cllr Axel Macdonald	(Chair)
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1. APOLOGIES

Apologies were tendered from: -

Cllr Pam Siggers (Broadway)
Cllr Eleanor Hards (Cockcroft)
Mr A Hrycko (New Road representative)
Mr M Bartlett (Cockcroft representative)

2. MINUTES

The chair paged through the minutes for accuracy.

The group **RESOLVED** that the minutes of the meeting held on 30th June 2022 be **APPROVED** and noted as such.

3. PROGRESS REPORT

The chair paged through the progress report for comments.

It was **AGREED** for the Projects and Services Officer to add a column to the sheet to state which site the items refers too.

Mr A Feest raised an issue with the current rule 14 which reads "Ponds are not permitted within a plot and the Council will seek permission from the reps for a wildlife pond to be constructed" He felt that a discussion with the group needed to take place as couldn't find in the minutes how the decision came that no ponds on plots were agreed as ponds have been asked to be removed that were historical by the previous Outdoor Services Manager. He felt that historical ponds should be left as are helping with biodiversity.

Mr A Feest also asked when a Community Pond was installed who would be responsible for its maintenance and it was **AGREED** it would be down to the Council to maintain.

It was **RESOLVED** that the rule needed amending and sending to representatives to **AGREE**.

A discussion took place regarding more biodiversity options for the allotments and using space around the edge for wildflower areas, new hedgerows and community ponds.

A discussion took place regarding the Restore area and building. Mr A Macdonald explained discussions had taken on a lease. The agreement and lease would need to be looked at again and a meeting should be looked to arranged.

4. QUESTIONS FROM THE MINUTES

No questions were raised.

5. To note the terms of reference for the Allotment Liaison Group (ALG)

It was **RESOLVED to RECOMMEND** for the Terms of reference of the Allotments Liaison Group to go to the Environment and Climate Committee on Monday 12th September 2022.

6. OUTDOOR SERVICES MANAGERS REPORT

The Outdoor Services Manager gave a brief outline of the work carried out by the team in the past two months which included one full week clearing vacant plots on Cockcroft and reduce amount of rubbish which cost the Council a large sum of money. Various leaks have also been fixed on all sites.

The Outdoor Services Manager also explained that second inspection have been completed and letters have been sent out the tenants.

Mereland Road termination letters have been sent to plots that have failed the second inspection and given one month notice.

The Projects and Services Officer updated the group on the current situation regarding the plots: -

So far, we have welcomed 41 new tenants since April 22

Broadway – 14 previously 9 at last meeting
 New Road – 9
 Wantage Road – 0
 Cockcroft – 13 previously 7 at last meeting
 Mereland Road – 5 previously 2 at last meeting

The Projects and Services Officer updated the group on currently vacant plots on offer which are -

New Road – 0.5 (on offer)
 Cockcroft – 4 (2 on offer)

The Projects and Services Officer also updated the group on the current waiting list: -

Broadway – 26
 New Road – 37
 Wantage Road – 34
 Cockcroft – 6 (4 already have a plot)

Mereland Road – 5 (3 already have a plot)

Mr N Quinton mentioned that certain plots are becoming overgrown and causing nuisance to neighbouring plots. Cllr A Macdonald explained the need for good communication between the Council and the representative to ensure overgrown plots are dealt with quickly and efficiently. All **AGREED**.

7. DISCUSS AND AGREE IF ANY CHANGES ARE NEEDED TO THE FOLLOWING POLICIES

- 6a – Tenancy Agreement

It was **RESOLVED to RECOMMEND** for the updated Tenancy Agreement to go to the Environment and Climate Committee on Monday 12th September 2022.

- 6c – Inspection Procedure

It was **RESOLVED to RECOMMEND** for the updated Inspection Procedure to go to the Environment and Climate Committee on Monday 12th September 2022.

- 6d – Allotment Rules

It was **RESOLVED to RECOMMEND** for the updated Allotment Rules once the section on ponds is updated to go to the Environment and Climate Committee on Monday 12th September 2022.

- 6f – Probationary Agreement

It was **RESOLVED to RECOMMEND** for the updated Probationary Agreement to go to the Environment and Climate Committee on Monday 12th September 2022.

8. AOB

It was noted that Wantage Road still requires a second representative to support Mrs M Samuels and the need to advertise this position on the noticeboard at Wantage Road.

It was **AGREED** for the Projects and Services Officer to create a poster to send across for the noticeboard.

Burns dates were confirmed for October. These are from Monday 24th October to Sunday 6th November 2022.

Mr T Morey asked about having disability plots and when this was likely to happen? The Outdoor Services Manager explained we would need to undertake assignments and review of access to all sites to make this happen.

Mrs M Samuels brought to the attention of the Outdoor Services Manager that the gate at Wantage Road allotments is hard to open and need to be looked at for access. The Outdoor Services Manager **AGREED** to investigate this.

Mr T Morey asked about the locks for New Road. The Outdoor Services Manager explained that we will investigate bike locks for these gates and that Didcot Town Council should investigate installing a heavy-duty gate.

Mr N Quinton asked a question regarding access to the allotments site's when a tenant is on holiday and it's not immediate family or a neighbouring plot holder tending to the plot as there have been some theft on site.

Mr A Macdonald explained the Didcot Town Council cannot hold people's personal data due to GDPR and that a poster or flyer should be created to advise people. Tenants should look to inform the representative on site and should be pointed to the poster or flyer.

It was **AGREED** for the Projects and Services Officer to create information poster/flyer for people helping what to do and who to report issue to and bring to the next Allotment Liaison Group.

The meeting ended at 7.54pm.

Allotment Liaison Group

Name of Working Group	Allotment Liaison Group (ALG)
Membership Who should be part of the group, and what rights do they have in decision-making?	Five nominated Didcot Town Councillors, each representing a different allotment site. Chair of the Environment and Climate Committee, Allotment Administrator and Outdoor Services Manager. Four-year elected allotment representatives. Sites will vote on rotation who their site rep should be from August 2022.
Purpose Why does it exist? What does it seek to achieve?	To provide a forum to enable a mutual exchange of information and views about current and potential allotment issues between allotment stakeholders: Council members, allotment holders and Council staff.
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	Ongoing.
Meetings Does the group meet in person or virtually?	In person/virtual
How often should it meet, and should it meet in the day time or evening?	Three per year: a month prior to the Environment and Climate Committee meetings commencing March, June and September of each year and any additional meetings if required. Meetings to take place during the evenings.
Reporting How should the business be reported and to whom?	Reporting to the Environment and Climate Committee. Environment and Climate Committee to have a standing item on the agenda to receive an update report provided by officers and to consider any issues arising if not considered elsewhere on the agenda.
Minutes published Are minutes required, and who should they be sent to?	Yes, to be circulated to working group members.
Public attendance Can the public attend, can they participate and are there any rules around this?	Attendance at the invitation of the Town Council members or officers and working group members. Unless otherwise agreed by Councillors at the start of the meeting, members of the public may speak at any point.

Allotment Site Representative Code of Conduct



Didcot Town Council understands the needs of effective communication between Didcot Town Council, site representatives and the allotment holders.

As a site representative you will adhere to the following:

- Act as a communication link between plot holders and the Didcot Town Council
- Act on behalf of Didcot Town Council and be respectful to all plot holders' queries
- Meet new and potential tenants to aid in locating their offered plot
- Offer advice for beginners and support where necessary
- Agree for contact details to be given to potential plot tenants to contact to arrange visits as per GDPR regulations
- Notify the Outdoor Services Manager of site problems and maintenance requirements (for example security, fence repairs, vandalism, and vermin issues)
- Investigate uncultivated plots and communicate the issues to Didcot Town Council
- Keep notice boards up to date
- Attend meetings of the Allotment Liaison Group
- Attend site inspections when needed

By signing this document, you are agreeing to the terms as listed above, to carry out your role as a Didcot Town Allotment Site representative.

Signed:..... Dated:.....

Allotment Representative

Allotment Site:

Signed:..... Dated:-.....

Outdoor Services Manager

Valid for 1year and reviewed

Didcot Town Council

Environment & Climate Meeting 3rd October 2022

Report author: Janet Wheeler



Noticeboard incident at the Millennium Woods

Incident: 9th August 2022 – around 10.38am

Place: The Hagbourne Triangle, Millennium Woods ON6908

A childminder was walking her two client's children in the Millennium Woods with another childminder. One of the children (5 years of age) ran up to the noticeboard to look at the map. He was standing on tiptoes to see when the map toppled over flattening him to the ground. The map is made of solid wood and heavy. It took two adults to remove the map covering the child.

The child was taken to JR Hospital with contusions and bruising. He was released later that day with a report from the doctor on future care.

Actions taken after this incident

- Statement was received from the childminder
- The site was made safe with the broken noticeboard removed – the other noticeboards were checked for any movement
- Photographs taken of the broken noticeboard
- Emails sent to the family of the child
- Report filed with RIDDOR – Notification number: E815215C11 submitted on 22nd August 2022 (the slight delay was to ascertain the correct name and address of the child)
- Letter received from an H&S company sent by the family
- DTC have requested a copy of the report from the hospital but this has not been sent to us.

Didcot Town Council's health and safety policy

The Town Council is constantly reviewing and improving its health and safety procedures.

We have an over-arching strategic risk assessment which is presented to the Finance & General Purposes Committee (F&GP) once a year and signed off by full Council before the annual return is sent to the auditors.

We use a software programme to carry out more specific risk assessment on the many functions of the Town Council including site specific risk assessments. These are in the process of being reviewed due to corruption of the software package. The staff have been working to reproduce the software on our system so that we can update them every year. The individual risk sheets are currently being reviewed at the current standing Committee cycle.

This process has been minuted at meetings of the F&GP Committee and noted by our internal auditor.

Royal Society for the Protection of Play Areas (ROSPA)

ROSPA carry out annual inspections of the Town Council play areas once a year. The most urgent tasks are carried out immediately with the medium risk work factored in throughout the year.

In addition to the annual inspections, DTC staff are trained to carry out weekly inspections which are recorded on sheets. Anything urgent which we discover – or items reported to us by members of the public – is dealt with as soon as is practicable. Sometimes a spare part is needed which means there is a delay. In this case the staff will remove part of the equipment such as the swing seats to ensure that they are not used until repaired and safe to do so. If the item is too heavy to remove we will use hazard tape to indicate the risk however this is often removed and needs re-instating frequently.

Other sites and recreational areas

These are inspected on a regular basis as a part of the ongoing work of DTC. The outside team are working in the public areas all the time whether it is emptying bins, mowing grass, clearing fallen branches or checking leaning trees after a storm. Tree surveys are currently carried out by a contractor but the staff are soon to do a basic tree survey and inspection course run by LANTRA. This will be in addition to the contractor's reviews and an example of how the Town Council is constantly refreshing its processes and procedures.

In January 2021 work was carried out to refurbish the noticeboards. The maps were removed and taken away for restoration before replacement. Any obvious evidence of rot in the legs of the noticeboards were not detected when the maps were replaced.

Actions we will take to remove or mitigate the risk

- Design of the noticeboard – we will look at a new style of noticeboard which will reduce the risk of falling over. Perhaps a more solid design without legs would be a safer replacement.
- Signage – we will consider whether there is the need for some signage to instruct members of the public about the possible risks on entering the woods
- Social media – we will consider whether we can include any information on the risks of entering public areas on the DTC website.
- We will record specific checks on furniture in the woods on sheets in the same way that we do for the playground equipment. Extra checks after storms (which we already carry out) will be recorded in the same way.
- We have a new consultant to carry out an individual review of our RAMS to visit on 14th September 2022. The consultant will advise us of any improvements; do some training and make suggestions as to how we can improve for the future.

Didcot Town Council takes its responsibilities very seriously and we will do everything possible to ensure that this incident does not happen again. However it should also be acknowledged that there is always a risk with operating public facilities and open spaces. Our job is to reduce those risks as much as possible and to allow safe leisure and recreation in Didcot.

Attachments:

Photographs of the broken noticeboard

Extract of the Strategic risk assessment

Extract of the targeted risk assessments currently being worked on

Janet Wheeler

Town Clerk





POTENTIAL RISK	Original Proposes Control Measures	Re-assessment Comment 2022/23	Target/responsibility	Mitigation in 2022
6	Misuse of Council property – lost or damage to property	Police to inform DTC of anti-social behaviour near Council property or outside spaces. Liaison with PCSOs to assist awareness.	Outdoor Services Manager/Property & Facilities Manager	4D Green Estate inspections and building inspections annually.
7	Inadequate commitment/resources to maintenance of existing assets	Financial problems for future Council; health and safety; visual amenity deterioration.	F&GP Committee Town Clerk Outdoor Services Manager/Property & Facilities Manager	4D Green Planning for assets depreciation and 5 year maintenance programme.
8	Injury to persons or property caused by falling branches and trees	Evidence of regular tree surveys to record the health of trees. Tree protection orders (TPO)	Environment and Climate Committee; Outdoor Services Manager; Town Clerk	3D Amber Review tree survey programme. Ensure a budget to carry out emergency and regular works.
9	Increasing reduction in service funding by OCC/SODC	Reduce cost base/service. Alternative ways of working.	F&GP/Environment Committees Town Clerk All Senior Managers	3C Amber Early review of budget. Didcot is a growing town.
10	Change in Government policy – autonomy of parish councils – future cap on precept capability	Current member of NALC/OALC. Town Clerk a member of SLCC – to remain abreast of national developments.	Full Council Town Clerk	4D Green Council to monitor for potential changes at local or national level.

Risk Report for: Village Signs		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee	
Act: S3 Parish council Act 1970			
<u>Risk/ Hazard</u> Administration/Legal <u>Requirement</u> Failure to obtain necessary approval. <u>Control</u> Determine responsibility for administration Ensure the appropriate applications are submitted to highway authority			
Review	Responsibility	Likelihood of occurrence	Impact on Council
As and when	Town Clerk and senior managers	Low	Low
			Action code

Risk Report for: Village signs		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee	
Act: S3 Parish council Act 1970			
<u>Risk/ Hazard</u> Financial- Inadequate budget provision <u>Requirement</u> To ensure proper financial provision <u>Control</u> Ensure service requirement included in annual budget			

Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	RFO	Low	Medium	Annual budget process

Risk Report for: Village signs Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee				
Act: S3 Parish council Act 1970				
<u>Risk/ Hazard</u> Physical				
<u>Requirement</u> Inadequate maintenance				
<u>Control</u> Determine responsibility for maintenance Arrange Periodic inspection Arrange for repairs/maintenance as required				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Quarterly	Senior Managers and Town Clerk	Low	Medium	Quarterly physical checks for signs of rot. Refurbishment where appropriate Evidence of vandalism or storm damage to be

Risk assessment

				inspected immediately and any dangerous structures to be removed if possible – or taped with hazard tape if the sign is not moveable. Warning notices to be posted on site – and posted on the DTC website and Facebook page
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Risk Report for: Village signs		Assessment Year: 2021 – 2022		
Act: S3 Parish council Act 1970		Under re-assessment – to be presented to Committee		
<p><u>Risk/ Hazard</u> Physical- Vandalism</p> <p><u>Requirement</u> To minimise the risk of loss/damage/injury arising from vandalism</p> <p><u>Control</u> Carry out regular inspection of signs Maintain liaison with local enforcement agencies Take action as appropriate against offenders.</p>				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Monthly	Outside Services Manager – Town Clerk	Medium	Medium	Evidence of vandalism or storm damage to be inspected immediately and any dangerous structures to be removed

				<p>if possible – or taped with hazard tape if the sign is not moveable. Warning notices to be posted on site – and posted on the DTC website and Facebook page</p>
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<p>Risk Report for: Play Areas</p> <p>Act: S19 local Government (Misc Provisions) Act 1976</p> <p><u>Risk/ Hazard</u> Inadequate maintenance of records</p> <p><u>Requirement</u> To maintain a register of complaints/injuries and actions taken</p> <p><u>Control</u> To ensure that proper records of all complaints/injuries are maintained</p>	<p>Assessment Year: 2021 – 2022</p> <p>Under re-assessment – to be presented to Committee</p>			
<p>Review</p> <p>Annually</p>	<p>Responsibility</p> <p>Outdoor Services Manager (OSM)</p>	<p>Likelihood of occurrence</p> <p>Medium</p>	<p>Impact on Council</p> <p>Medium</p>	<p>Action code</p> <p>Annual ROSPA inspections and weekly inspections by trained staff</p>
<p>Risk/ Hazard Inadequate budget provision</p> <p>Requirement To ensure proper financial provision</p> <p>Control Ensure that service requirements are detailed in annual budget process</p>	<p>Assessment Year: 2021 – 2022</p> <p>Under re-assessment – to be presented to Committee</p>			

Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	Town Clerk/RFO	Medium	Medium	Annual budget process

Risk Report for: Play Areas		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee		
<p>Act: S19 Local Government (Misc Provisions) Act 1976</p> <p>Risk/ Hazard Personal Injury</p> <p>Requirement To ensure play surfaces and equipment are in safe condition</p> <p>Control Define responsibility for regular inspection of play areas Define responsibility for and ensure regular inspection of play equipment and play surfaces. Arrange periodical inspection and report by suitably qualified RoSPA inspector. All high and medium risks identified in the RoSPA report are actioned and removed. Low risk items are also removed unless the level of expenditure involved is considered too high for the level of the risk identified. Inspection timetable is adhered to for all levels of inspection. Records kept of all inspections/maintenance.</p>				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Daily	Outdoor Services Manager (OSM)	Medium	Medium	Annual RoSPA reports and weekly inspections by trained staff. Immediate inspections on any reports

					of vandalism or wear and tear.
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<p>Risk Report for: Land</p> <p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>			
<p><u>Risk/ Hazard</u> Fly tipping.</p> <p><u>Requirement</u> To minimize risks associated with fly tipping.</p> <p><u>Control</u> Define policy/responsibility for site control/security. Enforce conditions of tenancy agreement. All Council owned land is inspected on a regular basis. Members of the public are encouraged to report any issues they identify. The Council will address any issues as they arise. The Council will liaise with the police and/or other authorities where necessary.</p>				
<p>Review</p> <p>Annually</p>	<p>Responsibility</p> <p>Outdoor Services Manager (OSM)</p>	<p>Likelihood of occurrence</p> <p>Medium</p>	<p>Impact on Council</p> <p>Medium</p>	<p>Action code</p> <p>Red [4] Action by: OSM Action by date: asap Action plan: Annual risk review</p>

<p>Risk Report for: Land</p> <p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p>Assessment Year: 2021 – 2022</p> <p>Under re-assessment – to be presented to Committee</p>			
<p><u>Risk/ Hazard</u> Maintenance of land including grass cutting.</p> <p><u>Requirement</u> To ensure that council assets are properly maintained.</p> <p><u>Control</u> Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded. Work is inspected on a random and regular basis to ensure the contracts are being adequately fulfilled, with action taken to remedy any issues when and where identified.</p>				
<p>Review</p> <p>Annually</p>	<p>Responsibility</p> <p>Outdoor Services Manager (OSM)</p>	<p>Likelihood of occurrence</p> <p>Medium</p>	<p>Impact on Council</p> <p>Medium</p>	<p>Action code</p> <p>Red [4] Action by: OSM Action by date: Spring prior to grass mowing season Action plan: At review re contract; possible handing back of contract; DTC land to be assessed every March</p>

<p>Risk Report for: Land</p> <p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>			
<p><u>Risk/ Hazard</u> Vandalism.</p> <p><u>Requirement</u> To minimize the risk of loss/damage/injury arising from vandalism.</p> <p><u>Control</u> Land is inspected on a regular basis. Regular tree assessments – especially those near public footpaths. Signage and all fixed “furniture” to be checked for safety in the ground. Additional inspections after storms. Security is reviewed regularly, and local police are consulted as and when required. The Council will instigate legal action against perpetrators where appropriate.</p>				
<p>Review</p> <p>Annually</p>	<p>Responsibility</p> <p>Outdoor Services Committee</p>	<p>Likelihood of occurrence</p> <p>low</p>	<p>Impact on Council</p> <p>Medium</p>	<p>Action code</p> <p>Amber [2]</p>

<p>Risk Report for: Land</p> <p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>			
<p><u>Risk/ Hazard</u> Maintenance of fences, hedges. Gates, footpaths etc.</p> <p><u>Requirement</u> To ensure proper maintenance of council owned assets.</p> <p><u>Control</u> Define responsibility for maintenance and ensure that a planned program is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and recorded. All works undertaken by contractors are randomly and regularly inspected to ensure that maintenance has been properly carried out, with action taken to remedy any non-complaint issues identified.</p>				
<p>Review</p> <p>Annually</p>	<p>Responsibility</p> <p>Senior Managers and the Town Clerk</p>	<p>Likelihood of occurrence</p> <p>Low</p>	<p>Impact on Council</p> <p>Medium</p>	<p>Action code</p> <p>Amber [2]</p>

Risk Report for: Land	Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee		
<p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p><u>Risk/ Hazard</u> Maintenance of furniture.</p> <p><u>Requirement</u> To ensure proper maintained of council assets.</p> <p><u>Control</u> Determine responsibility for maintenance and ensure that a planned program in place. Arrange regular inspection of seats etc. and maintain adequate records of inspection. Arrange for prompt repairs to damage. Ensure that any service contracts are place. All public furniture owned by the Council are listed on the Assets Register.</p>		
Review	Responsibility	Likelihood of occurrence	Impact on Council
Monthly	Senior Managers and Town Clerk	Low	Medium Amber [2]

<p>Risk Report for: Land</p> <p>Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139</p>	<p>Assessment Year: 2021 – 2022</p> <p>Under re-assessment – to be presented to Committee</p>		
<p><u>Risk/ Hazard</u> Public/Personal injury.</p>	<p><u>Requirement</u> To minimize risk of injury.</p>		
<p><u>Control</u> Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as an appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job description etc. Ensure that the Council holds adequate insurance cover.</p>	<p><u>Likelihood of occurrence</u> Medium</p>		
<p><u>Review</u> Annually</p>	<p><u>Responsibility</u> Senior Managers and Town Clerk</p>	<p><u>Impact on Council</u> Medium</p>	<p><u>Action code</u> Red [4] On-going assessment</p>

Risk Report for: Land	Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee		
Act: Local government Act 1972 s 124, 126, and 127, Local Government Act 1972 s 139	Likelihood of occurrence	Impact on Council	Action code
<p><u>Risk/ Hazard</u> Unauthorised access/trespass.</p> <p><u>Requirement</u> To maintain security of council assets.</p> <p><u>Control</u> Council has policies in place for access to land. Appropriate signage is in place. Council liaises with local police as and when required. The Council will instigate appropriate action against offenders.</p>	Low	Low	Green [1]
<p>Review Annually</p>	Low	Senior Managers and Town Clerk	Green [1]

<p>Risk Report for: Open Spaces</p> <p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>	
<p>Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10</p>	
<p><u>Risk/ Hazard</u> Vandalism</p> <p><u>Requirement</u> To minimise the risk of loss/damage, injury arising from vandalism To minimise risk arising from anti-social behaviour</p> <p><u>Control</u> Take reasonable action to maintain security of sites Arrange for regular site visits Maintain liaison with local enforcement agencies Define policy for dealing with offenders.</p>	
<p>Review</p> <p>Monthly</p>	<p>Responsibility</p> <p>Senior Managers</p>
<p>Likelihood of occurrence</p> <p>Low</p>	<p>Impact on Council</p> <p>Medium</p>
	<p>Action code</p>

<p>Risk Report for: Open Spaces</p> <p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>	
<p>Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10</p>	
<p><u>Risk/ Hazard</u> Failure to collect all income due to the council</p> <p><u>Requirement</u> To maximise income and minimise risk of loss</p> <p><u>Control</u></p>	

<p>Clerk is responsible for collecting income. Ensure that all income due to the council and received is properly recorded Issue receipts for all income received Arrange prompt banking of all income Follow defined procedure for reminders in respect of unpaid accounts Take appropriate recovery action where necessary Maintain appropriate internal control and internal audit testing.</p>				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Monthly	RFO	Medium	Medium	

<p>Risk Report for: Open Spaces</p>		<p>Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee</p>		
<p>Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10</p>				
<p><u>Risk/ Hazard</u> Failure to review charges <u>Requirement</u> To ensure that all charges are reviewed annually <u>Control</u> Ensure that all charges are reviewed as an integral part of the budgetary process</p>				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	RFO/Town Clerk	Low	Medium	Annual budget process

Quarterly	Senior Managers and Town Clerk	Medium	Medium
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Risk Report for: Open Spaces Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee	
<p><u>Risk/ Hazard</u> Personal injury</p> <p><u>Requirement</u> To minimise the risk of personal injury to persons using council facilities</p> <p><u>Control</u> Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspections to ensure that defined standards are being maintained Ensure that, where necessary, appropriate signage is in place and detailed records maintained. Ensure that appropriate insurance cover is in place</p>			
Review	Responsibility	Likelihood of occurrence	Impact on Council
Annually	Property & Facilities Manager	Medium	Medium
			Action code

Risk Report for: Open Spaces Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee	
<p><u>Risk/ Hazard</u> Property maintenance</p> <p><u>Requirement</u> To ensure that all council assets are properly maintained</p> <p><u>Control</u> Ensure that appropriate regulations/controls are in place to minimise the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records Ensure appropriate insurance cover is in place</p>			
Review Annually	Responsibility Property & Facilities Manager/Town Clerk	Likelihood of occurrence Medium	Impact on Council Medium
		Action code	

Risk Report for: Open Spaces Act: Public Health Act 1875, S164 and open spaces act 1906 S9 & 10		Assessment Year: 2021 – 2022 Under re-assessment – to be presented to Committee	
<p><u>Risk/ Hazard</u> Protection of manual workers from health risks associated with land</p>			



Environment and Climate Committee

3rd October 2022

Report Author: Lucy Blake

Bus Shelter and Table Tennis Tables Cleaning report

Introduction

1. Didcot Town Council own/manage 6 bus shelters in Didcot. The locations of these are:
 - a. Cow Lane – JQ77+GR
 - b. Trent Road – JQ6C+Q7
 - c. Wantage Road – JQ42+FP
 - d. Barnes Road – HQW2+RX
 - e. Station Road/Cineworld – JQ45+XX
 - f. Avon Way – JQ96+F5 (new 'green' bus shelter)
2. The Committee is asked to consider this report and its recommendations.

Background

3. It was approved at the Environment and Climate Committee meeting on the 15th November 2021, to contract Externiture to carry out an initial deep clean of Didcot Town Council's bus shelters with an additional clean 6 months later. The cost of this was £543.66.
4. DTC has had a resident email in to complain about the shelter on Cow Lane being dirty and in need of a clean, graffiti removed etc (picture taken 20th September 2022):



5. This year DTC has contracted a new company to collect the dog waste from the dog bins in Didcot. This company can also carry out a Bus Shelter cleaning service, which could also include the Table Tennis Tables. The quote received for this service, was as follows:

“Bus Shelter Cleaning

Our belief is to attend site on a routine basis to pressure wash the structure and surrounding space of the bus shelter to remove silt and roadway/vehicle debris. Pressure washing should be undertaken as often as possible however in the winter months we must be careful with temperatures moving below freezing. Our approach would be to provide a manual clean during the winter months of sweeping, de cobwebbing sanitising and manual wipe down cleaning. Litter picking shall be completed on every occasion as well as manual disinfection of any seats. Graffiti shall be removed up to one meter squared within our monthly service costs any graffiti excess of this amount shall be reported and separately quoted.

*5/6 Bus Shelter Cleaning service
3 Table Tennis Structures*

£18.75 Per month per shelter/structure”

Legal Implications

6. DTC has the power to provide and maintain bus shelters on roads or land adjoining roads in the council’s area - Local Government (Miscellaneous Provisions) Act 1953, s4.

Financial Implications

7. The structures do not have to be cleaned on a monthly basis and could actually be done quarterly. There is an option to ‘mix and match’ the shelters with the tables.

For example:

Month	Structures	Costs
Month 1	2 structures (1 shelter and 1 table)	£37.50
Month 4	2 structures (1 shelter and 1 table)	£37.50
Month 7	3 structures (2 shelters and 1 table)	£56.25
Month 10	2 structures (1 shelter and 1 table)	£37.50
Total	9 structures	£168.75 per year

Risk Implications

8. DTC should ensure all structures are well maintained and cleaned.

Recommendations

9. The Committee is asked to consider the quote and the frequency in which the structures should be cleaned and decide:
 - a. If they want to accept this quote for the services, and
 - b. How often the structures should be cleaned

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Absence of highway authority license.				
<u>Requirement</u> To ensure that the authority has all necessary licenses.				
<u>Control</u> Maintain register of license requirements. Carry out periodical review				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	N/A	N/A	N/A	N/A

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Provision of adequate insurance cover.				
<u>Requirement</u> To ensure that the council has adequate insurance cover.				
<u>Control</u> Ensure that all insurance cover is reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	Town Clerk	Low	Low	Green

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Cleaning of Bus Shelters.				
<u>Requirement</u> To maintain high standards of health, safety, and cleanliness.				
<u>Control</u> Define responsibility and standards for regular cleaning Carry out periodic physical inspection and act where appropriate to ensure that set standards are maintained. Graffiti removed by professional cleaning company as and when required.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Weekly	Administrator	Low	Medium	Amber

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Design & Position				
<u>Requirement</u> To maintain high standards and reputation of the Council				
<u>Control</u> Ensure that design of all shelters is in keeping with architectural values of the Council. Ensure that shelters are properly sited.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
As and when	Administrator	Low	Low	Green

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Vandalism				
<u>Requirement</u> To minimize the risk of loss/damage/injury arising from vandalism.				
<u>Control</u> Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Weekly	Administrator	Medium	Medium	Red[4]

Risk Report for: Bus Shelters Act: Local Government (Miscellaneous Provisions) Act 1953 s.4		Assessment Year: 2022 - 2023		
<u>Risk/ Hazard</u> Failure to collect all Advertising Income.				
<u>Requirement</u> To maximise income to the council.				
<u>Control</u> Ensure that proper financial controls are in place to provide for prompt billing and collection of all income debt. Follow defined procedure for outstanding debt.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	N/A	N/A	N/A	N/A

Risk Report for: Bus Shelters

Assessment Year: 2022 - 2023

Act: Local Government (Miscellaneous Provisions) Act 1953 s.4

Risk/ Hazard

Maintenance of Bus shelters.

Requirement

To ensure that bus shelters are maintained to the appropriate standards.

Control

Ensure that property is entered on a schedule for periodical maintenance.

Maintain proper records of work carried out.

Carry out periodical physical inspection.

Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Quarterly	Outdoor Services Manager	Low	Medium	Amber [2] Action by: OSM Action by date: 30/05/20 Action plan: Inspect contractors work

Risk Report for: Litter Act: Litter Act 1983, s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Inefficient service provision				
<u>Requirement</u> To employ trained/experienced personnel				
<u>Control</u> Ensure that staff have appropriate training Ensure that staff are aware of all health and safety issues All staff have a written contract of employment Protective clothing and personal safety equipment issued to all operational staff				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Monthly	Senior Managers	Medium	Medium	

Risk Report for: Litter Act: Litter Act 1983,s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2023 – 2023
<u>Risk/ Hazard</u> Inappropriate location of litter bins Over-flowing litter bins despite regular emptying				
<u>Requirement</u> To determine location for best use				
<u>Control</u> Define Council policy and plan for location of bins Carry out periodical review				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	OSM	Low	Low	Green

Risk Report for: Litter Act: Litter Act 1983,s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Unauthorised fly posting/nuisance				
<u>Requirement</u>				
<u>Control</u> Define policy on fly posting Maintain liaison with enforcement agencies Take action as appropriate against offenders				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	OSM	Low	Low	Regular reports from weekly visits from contractor

Risk Report for: Litter Act: Litter Act 1983,s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Vandalism, theft and damage				
<u>Requirement</u> To minimise the risk of loss/damage/injury arising from vandalism				
<u>Control</u> Review security and monitor all areas on a regular basis Maintain liaison with local enforcement agencies Define a policy for dealing with anti-social behaviors Instigate legal action against perpetrators where appropriate				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	OSM	Medium	Medium	Amber

Risk Report for: Litter Act: Litter Act 1983,s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Inadequate insurance cover				
<u>Requirement</u> To ensure that the council has proper insurance protection				
<u>Control</u> Ensure that council has determined policy for insurance cover and that appropriate cover is in place Arrange periodical review				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	Town Clerk	Low	Medium	Annual insurance review every October

Risk Report for: Litter Act: Litter Act 1983,s5 and 6 and Cleaner Neighbourhoods and Environment Act 2005				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Failure to empty				
<u>Requirement</u> To maintain high standard of service provision				
<u>Control</u> Define responsibility for cleaning bins. Implement effective programme Ensure appropriate plans in place for emergency/overflow situation.				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Monthly	Town Clerk/OSM	Low	Medium	New contractor from March 2022

Risk Report for: Village Signs Act: S3 Parish council Act 1970				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Administration/Legal				
<u>Requirement</u> Failure to obtain necessary approval.				
<u>Control</u> Determine responsibility for administration Ensure the appropriate applications are submitted to highway authority				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
As and when	Town Clerk and Senior Managers	Low	Low	Green

Risk Report for: Village signs Act: S3 Parish council Act 1970				Assessment Year: 2022 – 2023
<u>Risk/ Hazard</u> Financial- Inadequate budget provision				
<u>Requirement</u> To ensure proper financial provision				
<u>Control</u> Ensure service requirement included in annual budget				
Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Annually	Town Clerk/RFO	Low	Medium	Annual budget process

Risk Report for: Village signs
Act: S3 Parish council Act 1970

Assessment Year: 2022 – 2023

Risk/ Hazard

Physical

Requirement

Inadequate maintenance

Control

Determine responsibility for maintenance
 Arrange Periodic inspection
 Arrange for repairs/maintenance as required

Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Quarterly	Senior Managers and Town Clerk	Low	Medium	Quarterly physical checks for signs of rot. Refurbishment where appropriate Evidence of vandalism or storm damage to be inspected immediately and any dangerous structures to be removed if possible – or taped with hazard tape if the sign is not moveable. Warning notices to be posted on site – and posted on the DTC website and Facebook page

Risk Report for: Village signs
Act: S3 Parish council Act 1970

Assessment Year: 2022 – 2023

Risk/ Hazard

Physical- Vandalism

Requirement

To minimise the risk of loss/damage/injury arising from vandalism

Control

Carry out regular inspection of signs

Maintain liaison with local enforcement agencies

Take action as appropriate against offenders.

Review	Responsibility	Likelihood of occurrence	Impact on Council	Action code
Monthly	Outside Services Manager – Town Clerk	Medium	Medium	Evidence of vandalism or storm damage to be inspected immediately and any dangerous structures to be removed if possible – or taped with hazard tape if the sign is not moveable. Warning notices to be posted on site – and posted on the DTC website and Facebook page