

## Notice of a meeting of the

### **Environment and Climate Committee**

Monday 13<sup>th</sup> March 2023 at 7.30pm

All Saints Room, Civic Hall



**Members of the Environment and Climate Committee are summoned to attend a meeting on Monday 13<sup>th</sup> March 2023 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 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](mailto:lblake@didcot.gov.uk)

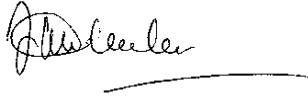
# Agenda

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 16<sup>th</sup> January 2023 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 and recommendations to the Committee **(attached)**
6. To consider the suggested amendments to the Ladygrove Lakes Fishing Association Rules report and the recommendations to the Committee **(attached)**
7. To consider the suggested date and location for the Town Council's Litter pick and the recommendations to the Committee **(attached)**
8. To consider the Millennium Woods signage report and recommendations to the Committee **(attached)**
9. To consider the installation of a cricket Wicket in Ladygrove report and the recommendations to the Committee **(attached)**
10. To consider the report from the Public Art Delivery Working Group and recommendations to the Committee **(attached)**
11. To note the Allotment Liaison Group Draft minutes of the meeting held on 9<sup>th</sup> February 2023 and to consider the ALG's recommendations to the Committee **(attached)**
12. To consider inviting Junior Parkrun to consider Edmonds Park as a potential location for a regular Sunday morning event – Cllr P Davies
13. To consider submitting a request to OCC to consider tree planting to roadside verges along Mersey Way – Cllr P Davies

## EXCLUSION OF THE PRESS AND PUBLIC

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

14. To consider the updated Broadway Allotment Incident report and recommendations to the Committee **(attached)**



Janet Wheeler  
**Town Clerk**  
7<sup>th</sup> March 2023

**Voting members:**

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

**Nominated Substitute Members:**

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

## Didcot Town Council

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### **Environment & Climate Committee** Monday 16<sup>th</sup> January 2023 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:**

C Wilson (Deputy Chair)  
A Hudson  
P Davies  
P Giesberg  
M Walsh  
A Thompson

##### **Officers:**

Mrs J Wheeler (Town Clerk)  
Mrs L Blake (Planning and Environment Officer)  
Mr M Blake (Interim Outdoor Services Manager)

##### **Others present:**

Mr Mike Barnes - member of the Ladygrove Lakes Fishing Association

#### **37. To receive apologies**

Apologies were tendered from Cllr A Macdonald (Chair).

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

Cllr A Thompson declared an interest in agenda item 6 – To consider the suggested Allotment Rental Charges for the 2024-2025 and would therefore leave the meeting while this item was discussed.

**39. To approve the minutes of the meeting held on the 21<sup>st</sup> November 2022**

It was proposed by Cllr C Wilson, seconded by Cllr M Walsh, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

Cllr C Wilson proposed suspending standing orders to allow the attending representative from the Fishing Association to address the Committee regarding Ladygrove Lake.

All members agreed.

Mike Barnes requested an update on the pump for the Ladygrove Lakes. The PEO explained that since the departure of the OSM Officers had been working on progressing with the equipment, however, as they were not specialists in this field, advice would be needed. Although Officers had been made aware permissions would be needed, this needed clarifying. Other Councils who owned/managed bodies of water had also been contacted for advice on maintaining water levels. Mr Barnes happily agreed to help Officers with this and attend future meetings with staff in order to progress this further, as the pump was urgently needed. Cllr P Davies confirmed he was also willing to help with this task.

Mr Barnes also spoke regarding the Fishing Association's toilet proposal (agenda item 7).

Some Cllrs were concerned that installing a toilet facility at the lakes could set a precedent for other areas owned/managed by the Town Council.

Cllr P Davies spoke about the mechanics needed for toilet units, especially a 'flushable' toilet. They would need a foul outlet. He was certain that there used to be a sewer connection by the tennis courts in Ladygrove, however, this would require a lot of groundwork to establish a connection, due to the distance from the lakes.

In his opinion, emptying a temporary toilet would cause issues due to the need for machine/vehicle access.

Another option discussed was that of a composting toilet. Cllr P Davies asked Mr Barnes to investigate whether this would be practical at the lakes. Mr Barnes agreed to do this.

Mr Barnes would liaise with the Town Clerk, the PEO and interim OSM on both projects at Ladygrove, with Cllr P Davies was also willing to be involved.


Standing Orders were reinstated.

Mr Barnes left the meeting at this stage.

#### **40. Questions on the minutes and review the progress report**

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

DRAFT

Action	Responsible	Rating	Meeting 21.11.2022	Meeting 16.01.2023
Tidying up of the noticeboards	Officers	Amber	Due to staff shortages this had not been possible, but it was hoped this could be done in the coming months.	Work on this was ongoing.
Wheelchair Inclusive Swing	Councillors & Officers	Green	<p>The matter was addressed in the Outdoor Services Manager's report.</p> <p>Work was due to start at the beginning of November.</p>	<p>The swing had been installed.</p>  <p>Signs had been ordered, and the relevant RA have been written. The signs were delivered on 16<sup>th</sup> January and would be installed later that week. The swing would then be officially opened.</p>
Queens Green Canopy	Councillors & Officers	Amber	SODC supplied DTC with an agreement which went before Full Council on 7 <sup>th</sup> November 2022. The trees have now been ordered and will be planted asap.	This item was addressed in the OSM report.
Replacement trees in Edmonds Park	Officers	Amber	These have been ordered with the TOE application trees.	This item was addressed in the OSM report.
Shared cycle path additions to visible desired line in Ladygrove*	Officers & Councillors	Amber	The OSM would investigate costings for the work at location 3 (E&C Minutes 21.03.2022).	This was to be re-visited again in 2023 due to the departure of the OSM.

Wall at Broadway Allotments	Officers	Amber	The roadside wall along the Broadway allotments was due to be repointed 26 <sup>th</sup> -27 <sup>th</sup> November 2022.	Re-pointing had been completed.
Cableway Dismantling Inspections	Officers	Green	The new zipwire in Ladygrove had been damaged, therefore the seat had been removed until the company could rectify it.	All sites had had their cableway dismantling inspections, except Ladygrove.
St Annes Playground refurbishment	Officers & Councillors	Amber	The refurbishment to St Annes Playground was due to commence before Christmas.	Work on the refurbishment started 12 <sup>th</sup> January and was expected to be completed by 17 <sup>th</sup> January.
Ladygrove Lake Pump	Officers & Councillors			Work on this was on-going.

\*Cllr P Davies confirmed that he could liaise with the Interim OSM on the desire lines in Ladygrove.



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

The Committee noted the Outdoor Services report.

##### 5. Wantage Road Allotment

The Interim OSM explained that since the report had been written, a site visit had taken place to measure the area needed for the proposed hedgerow and an unofficial allotment plot had been noted in the same location.

The Committee discussed this, and it was **RESOLVED** to attempt to contact the tenant of this unofficial plot and explain that the plot cannot continue to be used unofficially.

The Committee **APPROVED** the proposed hedgerow planting, subject to the issues with the unofficial allotment being resolved.

##### Edmonds Park

14. The Committee noted the interim OSM's concerns regarding the fossil jams and sand wheel in the sandpit. The wheel would have to be removed due to rotting.

It was **RESOLVED** to investigate replacing the sand wheel and look at painting the fossil jams to make them more visible.

15. The Committee discussed the request by a local resident regarding the need for more benches to be installed in Edmonds Park.

It was **RESOLVED** to purchase a new bench and allow the interim OSM to investigate the most suitable location. Any new bench would be similar in design to the bench recently installed in Ladygrove – wooden.

##### Ladygrove Lakes

The Committee wanted to thank the outdoor team for all their recent hard work, especially at the lakes.

##### Smallbone area

21. The Committee discussed the bench and bin proposals for the memorial area at Smallbone. They were concerned regarding the dual bins and the risk that the recycling bins would not be used correctly.

The Committee **RESOLVED** to purchase two wooden benches, at a rough cost of £1,000, to replace the two benches in the War memorial area (and re-install the plaques that were originally placed on the benches) to be taken from street furniture cost centre.

It was proposed by Cllr P Davies, seconded by Cllr A Thompson, and **RESOLVED** to install more and bigger bins in the area, with signage to inform visitors to take their recycling home.

### Events

Edmonds Park

#### **23. Xplorer Event - 13<sup>th</sup> February 2023**

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

#### **24. Didcot Town Youth Football Tournament – 10<sup>th</sup>-11<sup>th</sup> June 2023**

It was **RESOLVED** to approve this event at a charge of £700 for 2 days park hire.

#### **25. Didcot/Vauxhall Barracks Play & Activity Day 2023 – 24<sup>th</sup> June 2023**

The Committee discussed this application and what if any charges should be applied. The Committee felt that as a 'charitable event' which is free to attend, the hire charges should not apply, however, if Council staff are needed, a suitable charge would be an additional charge for the event.

The Committee **RESOLVED** to approve the date of the event but decided to recommend that the Finance and General Purposes Committee clarify whether free to attend charitable events should be charged the hire charges.

#### **26. Hatwell and William Amusements – 17<sup>th</sup> July – 31<sup>st</sup> July 2023**

It was **RESOLVED** to approve the event at a charge of £2,800 for eight trading days.

Ladygrove Park

#### **28. Didcot Festival of Transport – 14<sup>th</sup> May 2023**

The Committee **APPROVED** the new requested date.

#### **29. Hatwell and William Amusements – 5<sup>th</sup> – 20<sup>th</sup> March & 1<sup>st</sup> -16<sup>th</sup> October 2023**

The Committee approved both sets of dates and confirmed the charges to be £2,080 for March and £2,800 for October.

All members agreed.

Cllr A Thompson left the meeting at this stage.

#### **42. To consider the suggested Allotment Rental Charges for 2024-2025**

The Committee discussed the suggested Allotment Rental Charges for 2024-2025 and noted that allotment rents are usually confirmed in advance.

It was **RESOLVED** to recommend the suggested Allotment Rental Charges for the 2024-25 financial year to Full Council. The charges from 1<sup>st</sup> April 2024 would be as follows:

- £39 (£19.50 part) for non-Concessions
- £27 (13.50 part) for Concessions

All members agreed.

Cllr A Thompson returned to the meeting at this point.

#### **43. To consider the proposal from the Ladygrove Angling Association**

The Committee considered the toilet proposal again.

It was **RESOLVED** to accept the proposal in principle, but this would be dependent on confirmation with SODC regarding the lease, whether it would be practical to do and the cost implications.

All members agreed to further investigations from the Officers and the Fishing Association.

#### **44. To consider the re-installation of the hanging baskets report and the recommendations to the Committee**

The Committee considered the report.

Whilst there were some environmental concerns with travelling to water the baskets and the cost associated with them, members did express support for the re-installation of the hanging baskets in Didcot.

It was **RESOLVED** to recommend the re-installation of the sixty-four hanging baskets to the Finance and General Purposes Committee, at a cost of £4,800, for consideration.

All members agreed.

Cllr A Thompson left the meeting at this point.

**45. To consider the Millennium Woods signage report and recommendations to the Committee**

The Committee considered the report and the various options of signs within it.

Members felt wooden signs, similar to the original signs, would be more in keeping with the area and questioned whether the main section could be wooden with different materials used for the posts/base.

The Committee **AGREED** to allow the Public Art Delivery Group to investigate options for signs and proceed with s106 applications to allow an artist to design and create the signs, once the final materials etc had been agreed by the Committee.

All members agreed.


**46. To consider the Queen's Green Canopy report and recommendations to the Committee**



The Committee considered the report and **RESOLVED** to commit £1,000 from the 'Green Project' cost centre for future 'green' community projects in Ladygrove, subject to the relevant risk assessments being in place.


**The meeting closed at 21:15**

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

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

Action	Responsible	Rating	Meeting 16.01.2023	Meeting 13.03.2023
Tidying up of the noticeboards	Officers	Amber	Work on this was on going.	Will be carried out throughout the summer, using casual staff.
Shared cycle path additions to visible desired line in Ladygrove	Officers & Councillors	Amber	This was to be re-visited again in 2023 due to the departure of the OSM – Cllr P Davies was happy to meet the interim OSM on site.	To be re-visited.
Cableway Dismantling Inspections	Officers	Green	All sites had had their cableway dismantling inspections, except Ladygrove.	The new OSM is investigating.
Ladygrove Lake Pump	Officers & Councillors		Work on this was on-going.	Work on this is on-going and meetings will be arranged with the Fishing Association.
Wheelchair Inclusive Swing	Councillors & Officers	Green	The swing had been installed.	All the new signs have been installed and the swing was officially opened by the Mayor and the Leader on 1 <sup>st</sup> February 2023. 
St Annes Playground	Officers &	Green	Work to re-furbish the park was due	The Park has been completed and was officially

refurbishment	Councillors		to commence from 11 <sup>th</sup> January 2023.	<p>opened by the Mayor and the Leader on 1<sup>st</sup> February 2023.</p> 
Queen's Green Canopy	Officers & Councillors	Green		<p>The QGC was officially opened by the Mayor and the Leader on 1<sup>st</sup> February 2023.</p> 
New bench location in Edmonds Park				<p>The OSM's recommended location is detailed in the OSM report.</p>
New wooden benches in War	Officers & Councillors	Amber	It was resolved to purchase 2 new wooden benches to replace 2 older	The benches have been installed:

Memorial area			benches in the War Memorial garden.	
Toilet at Ladygrove Lakes	Officers & Councillors	Amber		Lots of investigating work has been carried out by various Officers. Work on this is continuing.

Didcot Town Council

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## **Environment and Climate Committee**

13<sup>th</sup> March 2023 at 7.30pm

Report author: Mike Blake



## **Outdoor Services Manager's Report**

### **Introduction**

1. This report updates the Committee on all matters regarding the Outdoor 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. The water on all allotment sites will be turned back on 31<sup>st</sup> March
4. I met with all allotment representatives to introduce myself as the interim OSM and had a walk through each site with them.

### **Broadway allotments**

5. Didcot Allotment Society (DAS) will be holding their annual plant sale on the Broadway site on the morning of Saturday 27<sup>th</sup> May 2023. They will provide DTC with a copy of their insurance and the relevant risk assessment.
6. I walked around the allotment with the representative to take a look at some of the dangerous paths which we will be putting right in due course



### **New Road allotments**

7. There has been no change on New road other than all the piles of waste have been pushed into the compost bays and signage has been put up to notify allotment holders not to dispose of their waste at the location.

### **Wantage Road allotment**

8. The gate at Wantage Road allotments has been fixed and work on the new hedgerow will commence shortly. The tenant of the unofficial allotment plot has been traced and communications between the tenant and the Council has started.
9. We have installed a couple of compost bays at the allotment made all from recycled pallets. We have put signs on these to make it clear it is for Council use only, to drop leaves and woodchip there etc, for the allotment holders to benefit from.
10. I had a meeting with the representative and did a walk around the site. There is rubbish being discarded in the top corner which will need removing, at a cost to the Town Council. There are also dangerous pathways on this allotment that the outdoor team can put right using soil from the cemetery. This would mean there would be no additional cost to the Council for this.

### **Cockcroft allotments**

11. The gate has been fixed. I have also met with the representative on this site and had a look at some of the dangerous paths, one of which has already been fixed, due to the need of access for a mobility scooter. The pathways will be rectified throughout the coming months.

### **Mereland Road**

12. I have also met the site representative and carried out much needed work on the hedgerow at the back of the site. All the chippings were left on site for the allotment holders to use. Whilst there I had a look at some of the pathways and some will need to be repaired in due course. Again, there would be no cost to the Town Council as the team can use soil from the cemetery.

### **Cemetery**

13. There has been one full burial and four cremated remains interments since the last meeting of the Environment and Climate Committee.

## Parks General

14. The Environment and Climate Committee resolved at their meeting on 3<sup>rd</sup> October 2022 to contract a welder to carry out repairs on various sites (Stubbings Field, Loyd Recreation Ground and Great Western Drive Park) at a total cost of **£3,820**.



Upon revisiting this to arrange the work, I sought a second quote from another company, as the gate at Great Western Drive Park also needed fixing and had not been included in the original quote. The new quote came in at **£3,100** and did include the extra work, therefore, this quote was accepted (due to the cost being lower than the amount the Committee had previously approved).

All this work has now been completed.

15. Two Seahorse Seesaws , one at Great Western Drive Park and one at Edmonds Park, need parts replacing and a full service. As these parts would need to be imported from USA, the supplier has stated they would combine the shipping costs. The total for the repairs with shipping will amount to **£3,960.00**. If the repairs were carried out separately there would be an additional £1,000 cost in shipping alone.
16. Upon revisiting this work, the company advised that two new seesaws could be purchased and installed for approximately **£6,000**. This would include taking the old pieces of equipment away to dispose of. The equipment would be from a UK based supplier, with parts easier to obtain.

## Recommendation

17. The Committee is asked to consider whether to repair and service the Seahorse Seesaws, at a cost of **£3,960**, or to look into replacing the two items.

## Edmonds Park

18. At the last Environment and Climate Committee meeting, the Committee instructed me to consider a suitable location in Edmonds Park, for a new, wooden bench to be installed (as per a resident's request).

Locations were considered and the most suited located is shown below:



Although this location is not 'in the middle' of the long pathway in the park, I felt it to be the most suited location due to the fact that there are no houses situated behind it.

In the past the Council has received complaints from residents, about children causing nuisance whilst congregating on benches adjacent to their properties.

## Recommendation

19. The Committee is asked to consider whether this location is suitable for a new wooden bench, and if so, approve the purchase at a rough cost of £500.

## Tennis Courts (Edmonds Park and Ladygrove)

20. Quotes to re-mark the tennis courts in both Edmonds Park and Ladygrove Park had been sought by the previous OSM. Only one company has responded so far:

### a. Edmonds Tennis/Basketball/Netball Courts

#### Install:

3 x Tennis courts in white

1 x Basketball court in yellow

2 x Netball courts in red

1 x Tack coat primer

1 x Force drying of surface

Using Hot Thermoplastic Material on Tarmac.

All markings guaranteed for 12 months.

**Total: £2300 + Vat**

## b. Ladygrove Tennis Courts

### Install:

3 x Tennis courts in white

1 x Tack coat primer

1 x Force drying of surface

Using Hot Thermoplastic Material on Tarmac.

All markings guaranteed for 12 months.

**Total: £1695+ Vat**

## Recommendations

21. The Committee is asked to consider this quote and decide whether to proceed with the works at a combined total of **£3,995 + VAT** or persist with attempting to obtain further quotes.

## Ladygrove Park

22. Ladygrove park is in need of some attention due to health and safety concerns. Surface repairs to the toddler swing area has previously had 'patch work' carried out in the past but is now beyond patching.

I have received a quote to replace the safety surface in this area, at a cost of **£2,707.60**. The price could rise slightly with the current climate.

23. Repairs need to be done to the Multi Play Unit as there is significant damage to the roof and cross beams of the structure. The quote received for this work has come in at **£2,648.00**.

24. The Tree adjacent to the multiply unit needs to be removed as the roots are making the surface unsafe. A quote for this work has been received at a cost of **£1500**.

25. The play surfacing will also need replacing. The cost of this work has been quoted at **£10,278.00** - this includes the removal of the tree roots.

All these quotes could rise during the current climate.

26. The multi Play Unit could be relocated so the removal of the tree would not be necessary, however, there would be a cost to this. A quote received in 2021-2022 for relocation, amounted to approximately £18,000.



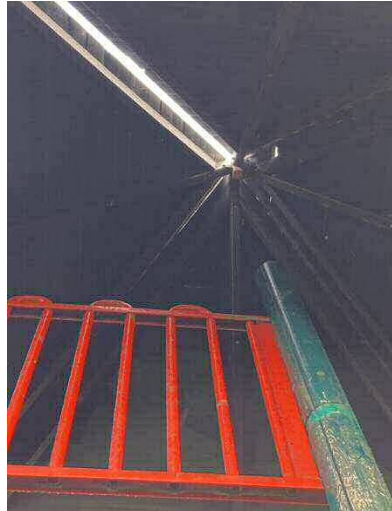
## Recommendations

27. The Committee should consider these quotes for the necessary repairs at a combined cost of **£17,133.60**.

28. Should the Committee resolve to investigate more options for the Multi Play Unit, it is my recommendation that the work quoted at points 21 and 22, be carried out as a matter of urgency (safety surface under toddler swing £2,707.60 and the repairs to the Multi Play Unit £2,648.00).



Toddler swing safety surface (21).



Multi Play Unit roof (22).



Support beam on the Multi Play Unity (22).



Tree roots lifting the safety surface.



## Ladygrove Lakes

29. Extensive work has been carried out at the lakes to remove and 'tidy up' dead trees and unruly brambles from the islands. All the chippings from the trees/branches which were removed were used on the walkways and swims, making a big improvement to the area – quite a few positive comments have been made to the staff regarding this work:



30. A new noticeboard has been purchased for the lakes at a cost of £1,048.08 and will be used to display the fishing rules, information relating to works at the lakes, contact details of the Council and information from Ladygrove Lakes Fishing Association.

31. Officers continue to investigate the toilet request from the fishing club and have contacted SODC regarding this.

One company has been contacted regarding their composting toilet and asked whether the toilet they provide could be secured to the ground and whether it would be suitable for use by a local authority at a lake. The response received stated that the toilet could be secured to any platform and whilst it is mainly used on small allotment sites, the toilet could be used at a public lake, but would need emptying a lot more.

32. Thames Water have been contacted regarding a site visit to discuss the steps which are needed to be taken to install a pump at the lakes, but they are yet to respond.

## Events

### Ladygrove Park

33. **Didcot 5 (Didcot Runners) – Sunday 2<sup>nd</sup> July 2023, 7am – 12 midday**



Didcot 5-mile road race and 2-mile fun run is organised by the Didcot Runners. This is the 15<sup>th</sup> year of the race. Organisers are hoping to provide a bouncy castle and/or a climbing wall at this event.

### **Recommendation**

The Committee is asked to approve this event. The charge for this will be £350.

### **34. Superheroes Colour Run – Play2Give - Sunday 10<sup>th</sup> September 2023**

Expression of interest

After discussions at the last Environment and Climate Committee, where charitable events were discussed, Officers do recommend that free to attend charity events should not be charged for the hire of Council land.

This event would be chargeable to attend.

As of 1st April 2023, new charges for Park hire will be 'up to £300' for charities.

### **Recommendation**

The Committee is asked to consider this expression of interest and advise on the hire charge, so that the organisers can decide whether to proceed with the booking this year, or whether to defer the event to next year.

## **Millenium Woods**

35. A lot of the debris has been chipped already and distributed over the pathways. There will be ongoing work carried out at the woods, but waste will be reused.

The signs for the woods will be discussed at agenda item 8.

## **Staffing**

36. Five members of the outdoor team will undertake 'chipper training' on 20<sup>th</sup> March 2023.

37. We have taken on a member of staff who will be working 4 days a week.

38. The Outdoor Supervisor and I have sat down and worked out a spring/summer maintenance schedule. Every site will be cut biweekly with the exception of the sports pitches at Edmonds Park and Loyd Rec. This will save the Council a lot of time, money and fuel.

## Environment and Climate Committee

### 13<sup>th</sup> March 2023

Report Author: Lucy Blake



## Ladygrove Lakes Fishing Association amended rules for fishing permits - 2023

### Introduction

1. This report asks the Committee to consider the amended rules for the Ladygrove Lakes, provided by Ladygrove Fishing Association and asks whether the Committee wish to approve them.

### Background

2. The Ladygrove Fishing Association entered into a 10-year agreement with Didcot Town Council on 2<sup>nd</sup> June 2014, whereby the club would:
  - Organise and run a club, fishing on Ladygrove Lakes
  - Maintain Club rules via formal meetings with minutes and use of Water Bailiffs
  - Encourage and organise Junior membership and skills coaching sessions
  - Keep detailed accounts of expenditure for annual audit
  - Work in conjunction with the Council on site, when agreed – e.g., the siting of swims, staging and treatment of algae.

And the Council would:

- Provide the facility in good order and maintain the water and the land
- Increase the planting within the lakes and adjoining land to improve the ecosystem
- Arrange regular water quality testing
- Provide signs and a notice board for club use
- Annually make up the fishing permits and record sheets for sale by 1<sup>st</sup> April
- Bank permit income, the balance of which to be used for the long term benefit of the Club in terms of permanent structures, improved access, more planting, new fish stock or water/fish health treatments as required or any other mutually approved use



To consider the Ladygrove Lakes Fishing Association amended rules for fishing permits 2023

- Any permanent structures to come under normal Council contract conditions and procedures
3. The agreement is due to come to an end on 2<sup>nd</sup> June 2024.
  4. The rules at the time of the agreement, have recently been found and were as follows:
    1. Sunrise – Rods IN, Sunset – Rods OUT. You have an hour before SUNRISE to set up and an hour after SUNSET to pack down and leave the lake. No night fishing
    2. BARBLESS hooks only. All braid is banned. This includes main lines, leaders, hook lines and partial hook links like combi rigs. Anti-tangle tube only
    3. MAXIMUM lead weight is 1.5oz per feeder
    4. Landing nets. Disgorgers and Carp care MUST be used
    5. No fish to be removed from the lakes. None added or transferred between the lakes without the authority of the Chairman
    6. No fishing in the off-limit areas – Danger zone near power lines
    7. NO KEEP NETS to be used – except for matches
    8. Padded cradles compulsory
    9. Juniors (under 12) to be accompanied by an adult who must also have a day ticket or permit
    10. All signs must be obeyed
    11. Small lake – float fishing only
    12. The lighting of fires is strictly prohibited
    13. Silent personal stereos only – NO radios
    14. All litter must be placed in bins provided – if you do not abide by this rule, you could lose your permit for the entire season
    15. No tins or cans allowed on site. Please transfer your bait to plastic containers before entering the lake
    16. No nuts or surface baits. No plastic baits. No bread or imitation bread to be used as a hook bait. No live fish or lure fishing
    17. No boats. No spodding. No marker floats
    18. All anglers must have a valid rod and line license
    19. Only fishing from designated swim is allowed
    20. Taking or dealing in drugs is not allowed within the lake perimeter. Drinking alcohol is allowed within limits. Being drunk and/or abusive is an automatic ban
  5. Over time the Fishing Club have amended these rules and it is unclear whether the Town Council has ever officially approved them.
  6. The Fishing Club contacted DTC prior to this years permit's being produced to inform the Council that the rules would need amending. It was at this point that questions were raised regarding the rules and whether DTC ever had any input in them.
  7. As the Town Council manages the lakes and the surrounding land, it is imperative that the Council decides and ultimately approves the rules for the area.

8. The amended rules, which the Fishing Club wish to implement from 1<sup>st</sup> April 2023, are:
  1. Sunrise - Rods IN, Sunset - Rods OUT. You have an hour before SUNRISE to set up and an hour after SUNSET to pack down and leave the lake
  2. No night fishing
  3. BARBLESS Hooks only. All Braid is Banned. This includes main lines, leaders, hook links and partial hook links like combi rigs. Anti-tangle tube only
  4. MAXIMUM lead weight is 1.5 oz per feeder
  5. Landing Nets, disgorgers and **Carp Care MUST be used.**
  6. No fish to be removed from the lakes. None added or transferred between lakes without the authority from the Chairman
  7. No fishing in the off-limit areas - Danger Zone near power lines
  8. NO KEEP NETS to be used - except for arranged matches
  9. Padded cradles compulsory, walled mats are acceptable
  10. Juniors (Under 12) to be accompanied by an adult who must also have a day ticket or permit but can only use one rod
  11. All signs must be obeyed
  12. Small lake is float fishing only
  13. The lighting of fires is strictly prohibited, Gas stoves are permitted
  14. Silent personal stereos only - NO Radios
  15. All litter to be placed in the bins provided - if you do not abide by this rule, you could lose your permit for the entire season
  16. No tins or cans allowed on site. Please transfer your bait to plastic containers before entering lake
  17. No nuts or surface baits. No plastic baits. No bread or imitation bread to be used as a hook bait
  18. No live fish or lure fishing
  19. No Boats. No Spodding/Spombing. No Marker Floats
  20. All Anglers must have a valid Environment Agency rod license and must produce them on request
  21. Only fishing from designated swims is permitted, please return fish in the swim you landed them
  22. Taking or dealing in drugs is not allowed within the lake perimeter
  23. Drinking alcohol is allowed within limits. Being drunk and/or abusive is an automatic ban
  
9. Didcot Town Council is not mentioned in these rules as the authority who manages and maintains the area. The first point should read *'The Ladygrove Lakes are managed and maintained by Didcot Town Council'*.
  
10. Officers do have concerns with the following points, for the following reasons:
  - **Point 6** – Any decision regarding the fish being moved or transferred between the lakes should be made by the Town Council and not by the Chairman of the Fishing Club.
  
  - **Point 13** – The use of gas stoves at the lakes should be reconsidered. The Town Council does not allow stoves on any other land, apart from occasional,

small disposable BBQs on the allotments.

- **Points 22 & 23** – It is the Officer's recommendations that both points 22 and 23 be removed. The Town Council should not be endorsing the use of any drug or stating that alcohol is allowed.

11. An extra point should be added regarding smoking whilst at the lake (wood chip has been used on the banks and walkways) and anti-social behaviour.

## Recommendations

12. The Committee should consider the Officer's recommended amendments to the rules (appendix 6.1 – suggested amendments shown in red) and whether any other amendments or additions should be made, prior to approving the rules in time to produce the permits.

## Legal Implications

13. Didcot Town Council has a duty of care to all visitors of the area, and as such, should reserve the right to approve any rules for using this space.

## Financial Implications

14. There would be no costs to the Town Council, with amending and/or approving these rules. 100 permits are produced annually, and any amendments can be made prior to production.

## Risk Implications

15. As with any rules and regulations, there could potentially be some negative views arising from any amendments. The Town Council and the Ladygrove Lakes Fishing Association will need to work together to ensure the rules are adhered to.

## **Rules for Fishing at Ladygrove Lakes**

### **The Ladygrove Lakes are managed and maintained by Didcot Town Council**

1. Sunrise - Rods IN, Sunset - Rods OUT. You have an hour before SUNRISE to set up and an hour after SUNSET to pack down and leave the lake
2. No night fishing
3. BARBLESS Hooks only. All Braid is Banned. This includes main lines, leaders, hook links and partial hook links like combi rigs. Anti-tangle tube only
4. MAXIMUM lead weight is 1.5 oz per feeder
5. Landing Nets, disgorgers and Carp Care MUST be used
6. No fish to be removed from the lakes. None added or transferred between lakes without the authority from **the Chairman Didcot Town Council**
7. No fishing in the off-limit areas - Danger Zone near power lines
8. NO KEEP NETS to be used - except for arranged matches
9. Padded cradles compulsory, walled mats are acceptable
10. Juniors (Under 12) to be accompanied by an adult who must also have a day ticket or permit but can only use one rod
11. All signs **and rules** must be obeyed
12. Small lake is float fishing only
13. The lighting of fires is strictly prohibited **Gas stoves are permitted**
14. Silent personal stereos only - NO Radios
15. All litter to be placed in the bins provided - if you do not abide by this rule, you could lose your permit for the entire season
16. No tins or cans allowed on site. Please transfer your bait to plastic containers before entering lake
17. No nuts or surface baits. No plastic baits. No bread or imitation bread to be used as a hook bait
18. No live fish or lure fishing
19. No Boats. No Spodding/Spombing. No Marker Floats
20. All Anglers must have a valid Environment Agency rod license and must produce them on request
21. Only fishing from designated swims is permitted, please return fish in the swim you landed them
22. **Please be mindful when smoking around the lakes, especially in dry weather and dispose of all cigarette ends responsibly**
23. **Anti-social behaviour of any kind will not be tolerated. Didcot Town Council reserves the right to rescind a permit from anyone proven to have been acting in an aggressive/anti-social manner towards a member of the public, a Water Bailiff, a fellow Angler and/or a Council Officer**

**These rules have been approved by Didcot Town Council for use at Ladygrove Lakes – March 2023**

## Environment and Climate Committee

13<sup>th</sup> March 2023

Report Author: Lucy Blake



## Town Council Litter-pick

### Introduction

1. This report asks the Committee to consider whether it wishes the Town Council to hold a litter-pick event(s) in 2023 and, if so, to approve the suggested timings and location.

### Background

2. The Town Council has historically run annual litter-picks with occasional extra litter-picks arranged throughout the year.
3. The Town Council usually chooses to host litter-picks on its own land; permission must be granted from owners of alternative land. Equipment is normally loaned from Biffa. For safety reasons it is advised that venues with lots of roads be avoided as the event has attracted a lot of children and young people in the past.
4. It is suggested that due to constraints on the number of staff available, consideration be taken as to the timing of the litter pick. The chosen site will require at least one Town Council Officer be present – Councillors will be more than welcome to volunteer also.
5. It is suggested to hold the litter pick on Wednesday 31<sup>st</sup> May 2023, 10am-4pm (during half term) and base it at the Civic Hall, meaning all visitors will have access to the amenities as the hall will be open.

### Recommendations

6. The Committee should decide:
  - a. Whether it wishes the Town Council to run a litter pick event, and if so

To consider dates and locations for the Town Council's Litter-pick

- b. Approve the date and base location: The Civic Hall

## **Legal Implications**

7. Permission will need to be sought from any/all landowners to litter pick on any land not owned by Didcot Town Council.
8. Risk Assessments will need to be in place as the Town Council will have a duty of care to all staff and volunteers.

## **Financial Implications**

9. There would be costs involved with staff attending any litter picks over a weekend. However, if the litter pick was to be arranged for the suggested date (during half term), staff could attend this during their normal working hours.
10. Equipment has historically been provided by Biffa, free of charge.

## **Risk Implications**

11. Existing risk assessments will need to be reviewed for adequacy prior to any event taking place and plans put in place to ensure their requirements are delivered.



Didcot Town Council's

# LITTER PICK



We are looking for volunteers to help with the litter pick on Wednesday 31st May.

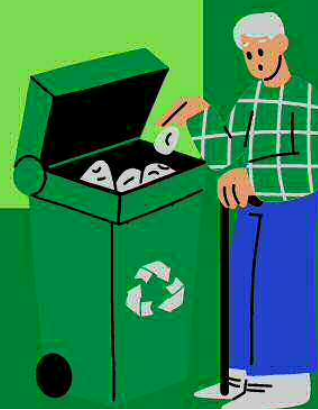
The litter pick will start at 10am and finish at 4pm at Didcot Civic Hall.

Anyone is welcome to pop in and out in that time frame.

The pick will cover the area around the Civic Hall.

If you or your organisation would like to help our litter pick, please contact

**[events@didcot.gov.uk](mailto:events@didcot.gov.uk)**





## Environment and Climate Committee

### Monday 13<sup>th</sup> March 2023

Report Author: Lucy Blake

## Millennium Woods Signage Report

### Background

1. The Environment and Climate Committee resolved at this meeting (minute 45 – *minutes to be approved*) to allow the Public Art Delivery Group to investigate options for signs and proceed with s106 applications to allow an artist to design and create the signs, once the final materials etc had been agreed by the Committee.
2. The Public Art Delivery Group met on 26<sup>th</sup> January 2023 and discussed potential art projects in Didcot. A second virtual meeting was set up for 13<sup>th</sup> February 2023, where it was decided to recommend that the Environment and Climate Committee resolve to purchase signs, as replacing the board using Public Art funds would take at least 3-4 months. Due to the health and safety aspect of this, it was felt it would be more appropriate for the Committee to decide to purchase new boards and pay for them directly.
3. Members of the Committee did confirm that wood was the preferred material, however, due to past experiences, it is suggested that the Committee consider wood effect recycled plastic lecterns instead.
4. Three companies have been contacted regarding quotes for A1 size, wood effect, recycled plastic lecterns, suitable for use outside. Examples of their boards can be seen below:





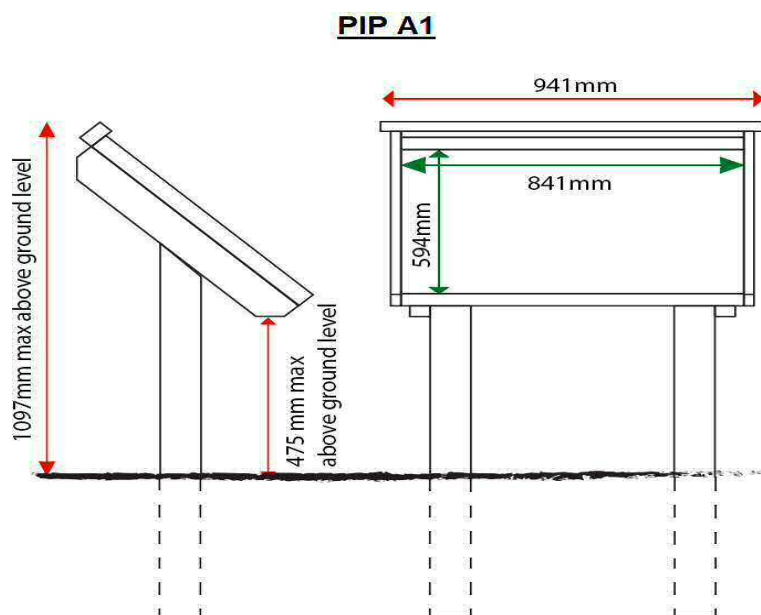
5. Each company offers a custom design option, where they can design the printed panels, sometimes at an additional cost.
6. Recycled plastic lecterns require little to no maintenance, with one company stating their sign is 'completely rot free and weatherproof' and are very robust.
7. The original signs were 51.18 inches by 35.43 inches. Quotes have been requested for A1 size (33.1 inches x 23.4 inches). It was felt this size would be more than adequate.
7. The quotes received are as follows:

**Company A:**

Re : 3 of A1 MmT Lecterns (PIPA1)

Item	Qty	Ref Code	Description	Unit Price	Total
A	3	PIPA1	A1 Landscape Man-made Timber frame for interpretation panel Unglazed (O/a size 941mm wide x 759mm high)	£338.82	£1,016.46
B	3	GPPIPA1	Graphic Panel (Digital Print) for PIPA1 interpretation Unglazed MmT Frame, Print & Panel Size 849 x 602 x 3mm, Visible Size 841 x 594mm (from ready to use artwork to be provided by client)	£156.78	£470.34
C	3	PLB45PIP	MmT interpretation panel Lectern Base & 45 Degrees 100mm sq posts	£348.96	£1,046.88
D	1	DELRSL	Dedicated Courier Large Van	£77.70	£77.70
				<b>Sub Total</b>	<b>£2,611.38</b>
				<b>VAT</b>	<b>£522.28</b>
				<b>TOTAL</b>	<b>£3,133.66</b>

Dimensions and examples of sign:





This company cannot design the graphics for the sign. DTC would need to source this separately and either send the company the data, or have the boards made to be inserted into the sign.

### Company B:

Brown recycled plastic Lectern structure  
A1 display with framed surround  
Twin leg 100 x 100 x 1500mm  
Submerge fix into ground  
Angled display open faced design

Price to supply based on Quantity 3  
Price to include our premier performance printed panel  
Open faced design with a 10 year warranty  
Superior scratch resistance, waterproof, fire proof

Price **£ 1099.00 each** ex Vat  
Total Price **£ 3297.00**  
Price includes delivery  
Price quoted based on print ready artwork supplied

Signs only (no artwork) **£880.00 each** ex VAT, total **£2640,.00 ex VAT**.

Example of sign:



**Company C:**

Item	Qty	Pack	Description	Unit Price	Total
A	1	Unit(s)	Interpretation Panel Design A1 *Customer to supply all text, images and logos	£660.00	£660.00
B	15	Unit(s)	Royalty Free Image/Photograph Elderberry, Dog Rose, Dogwood, Privet, Cherry Plum, Guelder Rose, Spindle and Blackthorn Wildlife footprints: Fox, Badger, Pheasant, Squirrel, Hedgehog, Smooth Snakes and Frog	£22.00	£330.00
C	2	Unit(s)	Full Colour Inkjet Proof - A1 841mm x 594mm *Two proof stages, additional proofs and associated time may be charged	£27.50	£55.00
D	3		n-viro graphic panel to fit standard structures Size: A1 - 841mm x 594mm Material: 3mm Aluminium Graphics: Full colour print onto white base stock with DuoGuard anti-graffiti coating *Client to supply ready to print digital artwork	£181.00	£543.00
E	3	Unit(s)	Musketeer - Lectern - Twin Leg Size: To take A1 - 841mm x 594mm graphic panel Material: Recycled Plastic Finish: Cedar effect	£549.00	£1,647.00
F	1	Unit(s)	Standard Delivery Charge - OX11 7HN	£205.00	£205.00
G	1	Unit(s)	Site Survey of 3 A1 lecterns into soft ground at Didcot, price includes risk assessments, method statements and CAT Scanning, further underground service plans may be requested to be supplied by client.	£420.00	£420.00
H	1	Unit(s)	Installation of A1 lecterns into soft ground at Didcot, price is subject to outcome of site survey.	£1,260.00	£1,260.00
				<b>Sub Total</b>	£5,120.00
				<b>VAT</b>	£1,024.00
				<b>TOTAL</b>	£6,144.00

Example of sign:



Company C's total, without installation (as the Outdoor Team can carry this out) would be **£3,860** – which would include the artwork. However, this could be sourced separately.

9. All three companies have quoted for low signs to ensure inclusivity.
10. Officers have contacted two Graphics Designers for independent quotes for the artwork.

The quotes are detailed below:

- **Company 1:**

*Deposit: £280*

*Balance: £280 (on signed off artwork completion in required format)*

*A1 Map Sign Artwork: 2 days - £560*

*(Redraw map with new layout, copy and crest to be included – to be supplied as a vector file).*

*Grand total: £560*

*\*Payment is due within 7 days of invoice date*

- **Company 2:**

*Design and redraw the map, including text and crest £120*

*3 x Aluminium boards £225*

*Conclusion:*

- *Graphics ONLY - £120*

- *Graphics printed on to three aluminium boards - £345*

11. Due to the health and safety aspect of this project, it is advised that the Committee make a final decision on what signs to purchase, at this meeting.

## **Recommendation**

12. The Committee is asked to consider the purchase of three, wood effect, recycled plastic information boards, to replace the three wooden boards in Millennium Woods.
13. The Committee should consider the quotes and decide on which company the Council should use (between companies A, B and C).
14. If the chosen company does not include the graphics, or if the Committee decide to source this separately, then the Committee should consider contracting a Graphics Company to create the artwork (between companies 1 and 2).

For example, if the Committee wished to go with Company B (signs only) they could also contract Company 2 to design and create the boards. The total for this would be **£2,985.00** ex VAT.

Signs:

Company	Offer custom design panels?	Additional cost for this?	Installation available?	Total cost Ex.VAT	Total including VAT	Additional information
<b>A</b>	No	Yes	Yes, at a cost – quote not received for installation	<b>£2,611.38</b>	£3,133.66	Would need to engage with a graphics designer - additional cost
<b>B</b>	Yes – based on print ready <a href="#">art work</a>	Yes	Yes, at a cost – quote not received for installation	<b>£3,297.00</b>	£3,956.40	Can supply 3 signs only (no artwork or panels) for <b>£2,640.00</b> - Would need to engage with a graphics designer - additional cost
<b>C</b>	Yes	Yes (inc in quote)	Yes – cost £1,260 (inc in quote but own outdoor team can install)	<b>£5,120.00</b>	£6,144.00	Quote included £420.00 charge for site survey, RA, method statements, and CAT scanning

#### Graphics:

Company	Works	Cost	Additional information	Total cost
<b>1</b>	A1 Map sign artwork – redraw map with new layout, copy and crest to be included (to be supplied as a vector file)	<b>£560</b>		<b>£560</b> - £280 deposit, £280 on completion ( <a href="#">file</a> only)
<b>2</b>	Design and redraw the map, including the text and crest	<b>£120</b>	Can supply the graphics printed on to three aluminium boards for an additional <b>£225</b>	<b>£120</b> – file only <b>£345</b> – Graphics printed onto three aluminium boards

15. The Committee should also consider what information should be displayed on the printed panels and whether to replicate the text/design from the original boards (see appendix 8.1).

### Financial Implications

16. There are costs involved with the purchase of new signage as shown by the three quotes. These range from £2,611.38 to £5,120.00 with one company including the cost of the graphics within their quote. Separately two quotes have been received by graphics companies. These range from £120 for file only - £560 (similar to original design but including the Council's crest). The cost of these signs can be taken from cost centre EMR 335 – Bus Shelters and Street Furniture (remaining balance is £5,094).

17. There would also be costs involved with installation of the boards by our outdoor team for postcrete. This would amount to approximately £75 and can be taken from the same cost centre.

### Risk Implications

18. Existing risk assessments will need to be reviewed for adequacy prior to the installation of the boards.
19. Any external contractor working on Town Council owned land, will need to provide Officers with the relevant documentation (RAMS, Insurance etc).

### **Legal Implications**

20. The Town Council has the power and responsibility to provide and maintain its open spaces under the Open Spaces Act 1906.
21. As landowner, Didcot Town Council is responsible for any structure installed on their land.
22. The boards will need to be added to the Town Council's insurance and asset register.



### Millennium Woods signage text:

Welcome to our wood, planted to celebrate the Millennium. This mixed native species wood helps to provide varied habitats for wildlife, protects a precious green space between town and village and works to improve our local environment.

Play your part by walking the green pathways, respecting the wood and its wildlife. Use the litter bins provided and help keep the countryside tidy – Bin it.

The wood has a pathway network to walk the site, travelling through different areas of planting. The Stone Circle forms the central open space of the wood.

The seasonal pond, maximum depth 1.5m, has sloped sides for ease of use by amphibians. Please leave this water undisturbed, especially during the breeding season in spring and summer.

Willow and Hazel coppice form part of the design to provide wood chippings to redress the worn pathways, helping to keep this Millennium Wood energy efficient.

Try and identify some of the tree species planted.

Native species shrubs on site also include Elderberry, Dog Rose, Dogwood, Privet, Cherry Plum, Guelder Rose, Spindle and Blackthorn.

Wildlife footprints to look out for:

Fox, Badger, Pheasant, Squirrel, Hedgehog, Smooth Snakes and Frog.



- The Town Council crest will be added to the sign.

## Environment and Climate Committee

### 13<sup>th</sup> March 2023

Report Author: Lucy Blake



## To consider the installation of a Cricket Wicket in Ladygrove

### Introduction

1. The Environment and Climate Committee was presented with a request in the OSM report, to consider a Synthetic Cricket Wicket at their meeting on 21<sup>st</sup> November 2022.
2. This report asks the Committee to re-consider the project.

### Background

1. The OSM had presented the Environment and Climate Committee with the report and asked members to consider installing an artificial cricket wicket in the open green space in Ladygrove.
2. Various tests throughout the years have deemed the area unsuitable for football pitches without extensive work being carried out.
3. The previous OSM had stated that a synthetic cricket wicket would cost in the region of £12,000. Updated quotes for this project have been requested:

#### Company A:

**Supply and installation of a new 30 x 2.74m Notts Sport Notts Base D System non-turf cricket pitch at recreation ground , all resultant spoil to remain on site at pre-agreed location;**

Mark out area

Excavate area to a depth of 50 mil

Import 50 mil of performance stone and compact

Lay D System pad and compact

Lay top Pad and Compact

Lay Ng ultra carpet and secure



## Annual Inspections

Annual Inspections are required by law to ensure your facility is safe for your users and that you meet the requirements of your public liability insurance.

Once your Inspection is completed, Sportsafe Inspectors will supply you with a full report, including any required and recommended remedial work to ensure your equipment is safe. It is vitally important remedial work is carried out for the safety of your users and to ensure you are meeting the requirements of your public liability insurance. Any elements that show signs of damage and are a consequence of faulty manufacture or installation will be repaired or replaced free of charge.

Your first annual inspection is included in our Aftercare package and is free of charge with your order.

**Total Cost = £12,511.00 +VAT**

### Company B:

“£12,000 including all preparation and using good quality shockpad and cricket grass which is manufactured specifically for this market.”

4. An email was sent to a Planning Officer at SODC to enquire whether planning permission would be needed to install a synthetic cricket wicket. The response received did not offer any clarification and suggested it was down to the Town Council to decide whether the project would fall under the criteria set out for permitted development.

Part 12, Class A of the Permitted Development Rights for Local Authorities, which includes Parish and Town Council’s owned land, states:

**PART 12**  
**Development by local authorities**

**Class A**

**Permitted development**

**A. The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—**

- (a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;**
- (b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.**

**Interpretation of Class A**

- A.1 For the purposes of Class A, “urban development corporation” has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development)<sup>129</sup>**
- A.2 The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.**

To consider the installation of a Cricket Wicket in Ladygrove

5. The Graduate Property Surveyor at SODC replied and stated:

*“If any planning permissions are needed for the proposed installation, then the Town Council will need to apply to SODC for consent to submit a planning application under clause 3.6 of the lease. Please be aware that a licence to apply for planning permission has a £525+VAT fee and requires formal approval under the Council's constitution.”*

6. Alternatively, the Town Council could decide to submit a Certificate of Lawfulness for Proposed Development application where SODC could confirm this as part of a legally binding certificate.

## Recommendations

7. The Committee should decide whether to proceed with this project and if so:
  - a. Decide whether to apply for a Certificate of Lawfulness for Proposed Development, or whether to apply for full planning permission,
  - b. decide which company to award the contract to, and,
  - c. decide the exact location of where the cricket wicket should be positioned – baring in mind that Didcot Runners use the space – it is recommended that the wicket be placed central in the open green space

Alternatively, this project could be revisited at a later date.

## Legal Implications

8. Under the Local Government (Miscellaneous Provisions) Act 1972, s19, Didcot Town Council has the power to provide a wide range of recreational facilities.
9. The Local Government Act 1972, sch 14, paragraph 27 and the Open Spaces Act 1906, ss9 & 10, gives the Town Council the power to manage and control their recreation grounds and open spaces.
10. As Didcot Town Council lease the land at Ladygrove from South Oxfordshire District Council, permission may be needed to install a cricket wicket. The Graduate Property Surveyor at SODC and the Vale was contacted regarding the lease on 13<sup>th</sup> February 2023, and stated that planning permission may be needed.

## Financial Implications

11. There will be costs involved with installing a synthetic cricket wicket in Ladygrove, as per the quotes received.
12. There may also be additional costs for a certificate of lawful development and/or planning permission.

To consider the installation of a Cricket Wicket in Ladygrove

13. A cost centre for this project would need to be found.

## **Risk Implications**

14. Didcot Town Council has a duty of care to all residents and visitors to the open green space in Ladygrove. Checks would need to be factored into routine weekly inspections of the site, to ensure the surface remains in a good, safe and useable condition.

## Environment and Climate Committee

### 13<sup>th</sup> March 2023

Report Author: Lucy Blake



## Public Art Delivery Group recommendations

### Introduction

1. This report asks the Committee to consider the suggestions and recommendations from the Public Art Delivery Group on art ideas for Didcot.

### Background

2. The Public Art Delivery Group (PADW) have met twice since the last meeting of the Environment and Climate committee (one virtual and one in person) to discuss potential art ideas for Didcot. Many ideas were discussed.
3. At the meeting on 13<sup>th</sup> February 2023, the group decided to recommend two projects to the Committee: bespoke benches for Ladygrove and decorative fencing for the southern boundary of the lakes. These projects would fall under the remit of public art and would therefore be eligible for s106 Public Art funding.

#### A. Benches

Bespoke benches, which could include a Railway theme, could be located in various places in the open green space in Ladygrove, the park and around the lakes.

A picnic style bench and table could also be positioned in the green space, adjacent to the tennis courts. Materials were discussed and the group felt that metal benches would be more suited to positions near the Railway Lines and the Skatepark.

Some examples:



### B. Decorative fencing

The fencing was suggested for the southern boundary of the lakes, which could also act as a deterrent to fishing under the electricity pylons.

The distance the fence could cover could be between 100m-120m and it was suggested the material used be metal. The Cooling towers, as part of the heritage of the site, was mentioned as a suggested theme for part of the fence.

Some examples:



4. The confirmed steps for applying for s106 Public Art projects, would be:
  - Have the Council approve the project and to apply for s106 monies, specifically Public Art funds
  - Create a brief for the artists
  - Extensively advertise the brief for expressions of interest (if over £25,000 it would need to go to tender) – artists would need to be informed that there could be a potential 3-4 month period before commencement of the project
  - Interview potential artists
  - Choose the artist
  - Full Council would need to endorse the chosen artist
  - Draw down the money – apply for the s106 funds
5. An artist's brief would need to be drafted to advertise the project. A suggested brief for both the benches and the fencing is attached for Members to consider – appendix 10.1 & 10.2.
6. Only the decorative parts of the projects would be eligible for the public art funding – including only the decorative sections of the fencing. Fixtures and fittings would not qualify.

## Recommendations

7. The Committee should consider the two projects and decide whether to proceed with these ideas and apply for s106 Public Art funding.
8. The Committee should also consider the draft artist briefs and suggest any amendments.
9. Alternatively, the Committee could defer this item until the new Public Art Delivery Group has been created, following the local elections.

## **Legal Implications**

10. Didcot Town Council would need to ensure that any fencing is permitted under lawful development or apply for planning permission.
11. As landowners, SODC may need to be informed of the fencing.

## **Financial Implications**

12. There would be financial implications for the non-art elements of the projects, fixtures and fittings, installation and the non-decorative sections of the fencing, for example.

## **Risk Implications**

13. The s106 application may not be successful.
14. Existing risk assessments will need to be reviewed for adequacy prior to the installation of any new structures.
15. Any external contractor working on Town Council owned land, will need to provide Officers with the relevant documentation (RAMS, Insurance etc).



## Didcot Town Council

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### Didcot Town Council Public Art Brief First DRAFT



Didcot Town Council are seeking experienced and creative artists to design and manufacture a range of unique and distinctive benches in Ladygrove, Didcot.

We are looking for an artist/crafts person who works in **metal and/or wood** to create and install **[insert number required]** bespoke benches at specific locations throughout the area Didcot Town Council manage in Ladygrove.

Didcot Town Council want to create high-quality benches, which celebrate the heritage and history of Ladygrove, Didcot, using a **[insert theme]** theme. Each bench will be unique yet connected. We are keen to encourage the benches to reflect the nature and history of Didcot, in a sensitive way.

The benches should be practical, durable, and safe and suitable for their locations, as well as being functional and practical for all members of the public to use and enjoy.

We would welcome expressions of interest from artists and crafts people who could design and create the works under one contract. However, collaborations between artists and fabricators (for example printmakers with metal workers) are also encouraged.

We are also looking for the artist/craftsperson to project manage the installation of these benches through a dedicated contractor of their choice.

We will give preference to local artists, makers, manufacturers within the local area to encourage local creative industries and to reduce the carbon footprint off these artworks.

#### **Aims of the commission:**

- To design and create **[insert number required]** unique benches to be installed in various areas managed by Didcot Town Council, in Ladygrove
- To offer unique, practical and aesthetically pleasing seating/resting facilities to residents and visitors to the area

### Objectives:

- To create [insert number required] unique and distinctive benches of high-quality; work, which is durable and easy to maintain, and which integrates with the functional requirements of the immediate area
- Strengthens the personality of the areas in an innovative and engaging way
- Provides an enjoyable focal point for residents and visitors

### Process:

This opportunity will be advertised locally and nationally and circulated among local arts networks.

[insert time frame]

### The Budget:

[Decide on the budget for the project – to include the design stage, and once designs are approved by the Council, the full budget for creation]

Artist's expression of interest should include:

- At least [insert suggested amount] of examples of your previous work
  - An Artist statement detailing your inspiration and your work and the reasons why this project appeals to you
  - A CV with your full contact details and references of at least 2 previous commissions of your work
  - A statement to evidence your ability to deliver this project within the indicated budget and timescale
- **Artists must have Public Liability Insurance and professional indemnity insurance**

Please send your expressions of interest to [insert email address – Town Clerk or Planning and Environment Officer] by [date].

When selected we would like our chosen artist/crafts person to make a design proposal to the Town Council, that includes:

- Design statement – a short report that explains and justifies the proposal with scale drawings and detail of any foundation/groundworks that are required
- Proposed materials the benches will be made of
- The making process
- Any maintenance/care issues
- Realistic timescale

- A budget – to include/take into account: Materials and fabrication, Artist time (creation time as well as admin and logistics), Site works, transport and installation costs

DRAFT

## Didcot Town Council

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### Didcot Town Council Public Art Brief First DRAFT



Didcot Town Council are seeking experienced and creative artists to design and manufacture a bespoke, decorative fence to be installed at the southern boundary of the Ladygrove Lakes in Didcot.

We are looking for an artist/crafts person who works in **metal** to create and install a **[insert dimension of fencing required]** decorative fence at Ladygrove Lakes in Didcot.

Didcot Town Council want to install a bespoke, decorative and high-quality fence, which celebrates the heritage and history of Ladygrove, Didcot, using a **[insert theme]** theme. The fence will be unique and reflect the nature and history of Didcot, in a sensitive way.

The fence should be practical, durable, and safe and act as a focal point for all members of the public to enjoy.

We would welcome expressions of interest from artists and crafts people who could design and create the works under one contract. However, collaborations between artists and fabricators (for example printmakers with metal workers) are also encouraged.

We are also looking for the artist/craftsperson to project manage the installation of the fence through a dedicated contractor of their choice.

We will give preference to local artists, makers, manufacturers within the local area to encourage local creative industries and to reduce the carbon footprint off these artworks.

#### **Aims of the commission:**

- To design and create **[insert dimensions of the fence]** decorative fencing to be installed at the southern boundary of the lakes in Ladygrove
- To offer unique, decorative and aesthetically pleasing fencing for residents and visitors to the area to enjoy

### Objectives:

- To create [insert dimensions of the fence required] unique, decorative and distinctive fencing of high-quality; work, which is durable and easy to maintain, and which integrates with the functional requirements of the immediate area
- Strengthens the personality of the areas in an innovative and engaging way
- Provides an enjoyable focal point for residents and visitors

### Process:

This opportunity will be advertised locally and nationally and circulated among local arts networks.

[insert time frame]

### The Budget:

[Decide on the budget for the project – to include the design stage, and once designs are approved by the Council, the full budget for creation]

Artist's expression of interest should include:

- At least [insert suggested amount] of examples of your previous work
  - An Artist statement detailing your inspiration and your work and the reasons why this project appeals to you
  - A CV with your full contact details and references of at least 2 previous commissions of your work
  - A statement to evidence your ability to deliver this project within the indicated budget and timescale
- **Artists must have Public Liability Insurance and professional indemnity insurance**

Please send your expressions of interest to [insert email address – Town Clerk or Planning and Environment Officer] by [date].

When selected we would like our chosen artist/crafts person to make a design proposal to the Town Council, that includes:

- Design statement – a short report that explains and justifies the proposal with scale drawings and detail of any foundation/groundworks that are required
- Proposed materials the fencing will be made of
- The making process
- Any maintenance/care issues
- Realistic timescale
- A budget – to include/take into account: Materials and fabrication, Artist time (creation time as well as admin and logistics), Site works, transport and installation costs

## Didcot Town Council

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# Environment and Climate Committee

## 13<sup>th</sup> March 2023

Report author: Arek Guzinski



## Recommendations from the Allotment Liaison Group

### Introduction

1. The Allotment Liaison Group met on Thursday 9<sup>th</sup> February 2023 – draft minutes attached (appendix 11.1).
2. The burn dates were discussed, as were the rules and policies regarding wildlife cameras, the proposal of long-term illness guidelines, and the rent period dates.
3. All original documents can be found on the Town Council's website, [here](#).

### Background

4. Rent reminder letters are sent to every allotment tenant each year, giving them details on how to pay their rental fees and updates on news from the allotments etc. These letters are sent out at the end of March as payment is due from 1<sup>st</sup> April each year.
5. The financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year. This is why allotment rents are due from this date.
6. It has been noted that some allotments have not been tended to for a long period of time, apparently due to the ill health of the tenants.
7. Historically burn dates have always coincided with school holidays - some of the allotment sites are located next to schools. The Council did receive complaints last year when an extra date was confirmed for burning. Residents were unable to sit in their garden due to the smoke.



To note the recommendations from the ALG

8. The use of CCTV cameras on the allotment sites have been a cause of concern recently. Tenants have been asked to remove all cameras due to the possible GDPR complications.

Some tenants had wildlife cameras installed on their plots, which were only activated by motion. These were all removed as per the Council's request, but the Allotment Liaison Group would like the Committee to re-consider allowing wildlife, motion activated cameras, on the allotments. Care would need to be taken to ensure the cameras ONLY record the tenant's personal plot.

## Recommendation

9. The Committee should review and approve the Rental Reminder letter, to be sent to all tenants at the end of March 2023 (attached as appendix 11.2).
10. The Committee is asked to consider moving the rental period for the allotments from the 1<sup>st</sup> of April each year to dates around September/November each year, to better match the cultivation seasons.
  - To note, the financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year.
11. The Committee should also consider whether to approve the suggested burn dates for the 2023/24 period:
  - Two weeks between 20<sup>th</sup> March 2023 and 2<sup>nd</sup> April 2023
  - Two weeks between 30<sup>th</sup> October 2023 and 12<sup>th</sup> November 2023
  - Consideration must be taken as to whether the Committee believe term time, or holiday periods would be better suited for burning. The schools located next to the allotment sites will need to be informed if the Committee choose to approve these dates.
  - Officers have concerns with allowing burning at the allotments at all, due to the environmental impact and negative health impacts, especially as Didcot Town Council has declared a Climate Emergency. Other Councils have stopped allowing bonfires on their sites.
12. The Committee should also consider the rules and regulations regarding the use of wildlife cameras by allotment holders, taking into consideration the differences between rolling CCTV and motion activated cameras. Members are asked whether to allow wildlife cameras on the allotments and what, if any, restrictions to their use, should apply.
13. Officers ask the Committee to approve the proposed poster to be displayed at the allotment sites, regarding other people tending to plots (appendix 11.3).

## **Legal Implications**

14. Didcot Town Council has a legal duty to provide allotments under Section 23 of the Small Holdings and Allotments Act 1908.
15. New agreements would need to be signed by both parties and rules adhered to for the duration of the agreement, should any changes to the rules/contracts be implemented.

## **Financial Implications**

16. There will be no financial implications to Didcot Town Council.

## Didcot Town Council

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### Allotment Liaison Group

Thursday 9<sup>th</sup> February 2023 at 7pm

All Saints Room, Didcot Civic Hall



### Minutes

#### PRESENT

Councillors:

Cllr A Macdonald (Chair)

Allotment Representatives:

Mr A Feest	(Broadway)
Ms T Feest	(Broadway)
Mr T Bray	(Cockcroft)
Ms N Lyons	(Wantage Road)
Ms M Samuels	(Wantage Road)
Ms A Pitts	(Mereland Road)
Ms P Ramsbottom	(New Road)

Officers:

Mr M Blake	(Interim Outdoor Services Manager)
Mr S Mundy	(Projects and Services Officer)
Mr A Guzinski	(Planning and Allotments Officer)

## 1. Apologies

Apologies were tendered from: -

Mr T Morey (New Road)

## 2. Minutes

Ms M Samuels requested that the phrase "...undertake assignments" be amended to "undertake assessments" on item 8. All members agreed.

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.

## 3. Progress report and minutes

The group noted the progress report.

The Projects and Services Officer had outlined that the new policies had been approved by the Environment Committee.

Allotment paths had been mentioned as an ongoing item following the departure of the OSM.

Ms N Lyons inquired about the enforcement of allotment paths, especially when new tenants dig further into their plots. The Projects and Services Officer explained that this will be difficult to enforce at this time due to the Outdoor Team having staff shortages. The allotment reps should report the most dangerous instances, otherwise the team will only visually inspect the paths during annual inspections. The Outdoors Team would attempt to reinstate the correct path width when the plots become available.

The Planning and Allotments Officer gave a verbal update regarding the Restore allotment plots.

The group discussed the poster for any relatives or friends of the allotment tenants who have been asked to tend to their plots.

Ms M Samuels asked if this poster will be attached to the noticeboard, or if it will be added to other correspondence sent to the tenants. The Projects and Services Officer

explained that originally it was proposed to put up a poster, however the discussion would be opened to the reps on the best method of communication.

The group **RESOLVED** that a poster/flyer would be drafted along with additional instructions to be provided with other correspondence, such as rent reminders or tenancy agreements. This item will be discussed in the next Allotment Liaison Group meeting.

#### **4. Questions from the minutes**

There were no other questions from the previous minutes.

#### **5. Outdoor services managers' report**

The interim OSM introduced himself and gave a brief outline of this background.

The interim OSM gave a brief update on the current team and struggles since he had started back in December. The outdoor team were 2 members of staff down but were trying to keep on top of general maintenance and keep paths cut and vacant plots cleared.

The interim OSM outlined the projects that were on the to-do list for the Outdoors Team, including the hedge row on Wantage Road and the compost area at New Road. The Outdoors Team is had acquired of a woodchipper and appropriate training would follow.

Ms N Lyons enquired about the lock on Wantage Road. The interim OSM would investigate a more suitable lock for the second entrance gate.

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

At present this year we have welcomed 58 new tenants since April 22.

Broadway – 18 previously 14  
Mereland Road – 8 previously 5  
Cockcroft – 16 previously 13  
New Road – 15 previously 9  
Wantage Road – 1 previously 0

The following plots were available: -

Broadway – 0  
Mereland Road - 0  
Cockcroft – 0  
New Road – 1.5 (1 full plot on offer, 0.5 plot needs reviewing, confusion over plots 38/39)  
Wantage Road – 0

Waiting list numbers across all sites were: -

Broadway – 33 (1 wants specific plots)

Mereland Road – 8 (2 already have a plot, 2 want specific plots)

Cockcroft – 9 (6 already have a plot and want certain plots)

New Road – 38 (1 already has plots)

Wantage Road - 41

Ms P Ramsbottom enquired about tenants with more than 2 plots, and the creation of communal gardens, ponds, or recreational spaces. The Projects and Services Officer explained that the ponds were discussed in the past, however little progress had been made due to the departure of the previous OSM and the staff shortages in the Outdoors Team.

The Projects and Services Officer also explained that the rule for a maximum number of plots had been implemented in 2020/21, however anyone who had more plots prior to the rule being implemented could keep them if they were appropriately cultivated.

Ms P Ramsbottom asked about the compost area on New Road and the availability of woodchip for the allotment holders. The interim OSM explained that once the training is completed and excess woodchip is collected, it could be made available to allotment holders.

**6. To discuss and agree if the following policy should be drafted:**

- 6a – Long-term illness policy

Mr A Feest explained the request for the policy being drafted and implemented. Allotment reps from other sites agreed that this issue was present on all sites.

Cllr Macdonald explained that it would be difficult to enforce, as officers would need to distinguish between illnesses that could improve within a reasonable time from the illnesses which may not improve for a prolonged period of time.

Ms P Ramsbottom suggested that an additional section on the inspection letter to be added to include a section about long term illness, which would make the officers aware of any health issues that might impact the tenant's ability to work the plot.

Ms N Lyons suggested that the tenant should have a 2 year period where they are allowed to keep the plot, however if their condition did not improve, their plots would be reduced or terminated. All members agreed that this was a reasonable time frame.

The Projects and Services Officer explained that any changes to the tenancy agreement would require every current plot holder to be sent a new copy to sign, which would be a



logistical challenge. The optimal starting point for this policy would be to be included in the inspection letter or the rent reminder letter.

Ms P Ramsbottom suggested that the allotment reps could help with reminding tenants about the tenancy agreements and the probation agreements which were still overdue to be signed.

Cllr Macdonald requested for the draft letter to be sent to the members of the group for comments and approval. This would then need to be agreed by the Environment and Climate Committee.

## **7. To review the Rent Reminder letter**

Mr A Feest suggested that the letter included a request for the tenant to make the council aware of any amended contact details. All members agreed.

A statement regarding the long-term illness and the amended contact details would be sent to the group for approval.

## **8. To discuss 2023/24 burn dates**

The group noted that residents around the New Road allotment site heavily objected allowing burning on site.

Ms N Lyons had explained that there had been incidents on Wantage Road allotment site, due to proximity of the houses and the hospital.

The group agreed that burning is still the preferred way to dispose of waste, however more needed to be done to ensure safety and reduce public complaints.

The group noted that historically, the burn dates were always held during half-term holidays and have requested to move the dates to avoid half-term dates.

The dates proposed by the Projects and Services Officer were two weeks between 30<sup>th</sup> October – 12<sup>th</sup> November, and 20<sup>th</sup> March – 2<sup>nd</sup> of April. The Easter burn date could be moved either side of the Easter holiday. This item would be discussed in the next Environment and Climate Committee meeting.

## **9. AOB**

### **MERELAND ROAD:**

Ms A Pitts enquired about the use of wildlife cameras and the Town Council's stance on the use of motion activated cameras, as some people claimed to have permission for them, while others did not.

The Officers present stated that they had not received a request for the camera nor the "grandfather rights" for the affected plot, however this matter would be investigated and discussed in the next Environment and Climate Committee meeting.

The allotment reps outlined that the cameras, which were motion-activated and not rolling CCTV cameras, would therefore only activate if motion was detected on the plot.

#### **WANTAGE ROAD:**

Ms N Lyons explained the need for more strict policing of the cultivation and productivity of the tenants, especially regarding tenants who only worked their plots after receiving a letter.

The Projects and Services Officer explained that due to the staff constraints, this would be difficult to enforce, but the representatives were to email the Planning and Allotments Officer with any issues, so that they could be addressed.

Ms N Lyons requested that the rent renewal period be moved closer to December/January, or to send the letter reminder earlier to make sure enough time is given to the current tenant to terminate the plot. Mr A Feest proposed dates around September.

The Projects and Services Officer explained that the rent reminder letter is sent as close to April as possible to ensure that people don't pay their rent prior to the rent period changing, as this could cause issues with the finance department.

Ms T Feest stated that other councils in the area have their allotment rent period around September.

Ms N Lyons asked about the Allotment Awards, and whether it would be possible for the system to change so that the tenants could vote for a certain plot, with reps organising the vote.

Ms N Lyons also asked for the prize to change from a trophy to a better incentive for the allotment holders, such as a reduction in rent costs. This would also create more competition between the allotment sites.

The group discussed the suggestions.

**NO OTHER BUSINESS WAS STATED.**

# Didcot Town Council

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Dear Allotment Holder

As the new growing season approaches and rents become due, we wanted to write to you to keep you abreast on changes, issues, and other important information across our allotment sites.

Rent payments for 2023/2024 – 5 pole £37, Concessions 5 pole £25

Attached to this letter is an invoice for your allotment. Payment can be made by cash, cheque or BACS. Payment is due on **1<sup>st</sup> of April** and you have 40 days or 28 days, depending on what is stated in your agreement, afterwards to pay. Please note if you do not pay on time, you are liable to pay a £15.50 late payment fee. Please also note that we **will not** accept payments prior to **April 1<sup>st</sup> 2023**.

When paying by BACS, please do the following:

- Make a payment to:
  - o **Didcot Town Council**
  - o **Account Number: 20459521**
  - o **Sort Code: 60-83-01**
- Use your plot reference number written on your invoice (for example BR999) as the payment reference or we will not know which plot is being paid for. If you have multiple plots please make a separate payment for each plot, changing the plot reference for each.
- Do not pay until at least 1<sup>st</sup> April 2023 or your payment may not be linked to your plot.

Additional increases from 1<sup>st</sup> April 2023

From 1<sup>st</sup> April 2023 the new Returnable Cultivation deposit will increase from £60 to £90. This will be introduced for all new allotment tenants from this date. It is hoped that this will deter those terminating their plot from leaving it in a bad condition and to cover a bigger percentage of the cost of rubbish removal when needed.

The 'Late Payment Fee' will also increase to £15.50 from 1<sup>st</sup> April 2023.

Additional chargeable services

From 1<sup>st</sup> April 2023, the Town Council is hoping to introduce new chargeable services for allotment holders, to include strimming, spraying and rotavating – **subject to staff availability.**

The charges for these services will come into effect from 1<sup>st</sup> April 2023 and will be:

Service	Charge from 1 <sup>st</sup> April – subject to staff availability
Strimming	£45
Spraying (weed killing) – carried out only by the staff who have the PA1 & PA6 qualifications	£45

Rent payments for 2024/2025

The annual rental charge for the 2024/2025 period has been agreed by the Council and will be:

- Non-Concessions 5 pole - £39
- Concessions 5 pole - £27

Outdoor Services Manager

2022 ended on a sad note as we said our farewells to the Outdoor Services Manager Fred Lamb. We wish him all the best for his future.

Mike Blake took on the role in the interim from December 2022 and was given the position permanently at the beginning of March 2023.

If you see him on site, please feel free to introduce yourselves!

Contact Details

If you have recently changed your contact details, such as your address, email, or phone number, please contact the Allotments Officer via email, in writing, or phone to make the Council aware of these changes. If you are unsure of whether your details are up to date, please contact the Council office.

Allotment Documents

The Council continues to monitor the allotment rules.

We are trying to cut down our use of paper and as such, the rules are available to view on our website here as well as all other policies:

<https://www.didcot.gov.uk/uploads/allotment-rules-2022.pdf>

If you would like a 'hard' copy, please contact us.

### Long-term illness

It is the responsibility of every allotment holder to assess their health and whether they are physically capable of working their plots. Didcot Town Council are happy to work with all allotment holders who may have health issues, but the bottom line is that the plots MUST be worked – or relinquished to the next person on the waiting list.

### Waiting lists

We have received an unprecedented number of applications over the past couple of years and have between 10-40 people on each waiting list.

We continue to accept applications but do warn applicants that there could be a long wait.

Over the past year 58 plots have been accepted by new tenants.

If you do feel that you would like to give up your allotment plot, please inform us as soon as you can by sending an email to [council@didcot.gov.uk](mailto:council@didcot.gov.uk) . This will enable us to offer the plot to another person efficiently.

### Burn dates

Burn dates for 2023 have been agreed and are:

- Two weeks between 20<sup>th</sup> March 2023 and 2<sup>nd</sup> April 2023
- Two weeks between 30<sup>th</sup> October 2023 and 12<sup>th</sup> November 2023

As always, please do not bring any rubbish onto site for burning, only burn plant waste generated from your allotment, be watchful of any fires and be mindful and sympathetic to those nearby. Do not leave your fire unattended. We ask that if there are strong winds during these times please not to proceed with burns unless small and contained.

### Councillor site representatives

We have Councillor representatives for all our allotment sites. Currently they are:

- Councillor Pam Siggers for Broadway
- Councillor David Rouane for New Road
- Councillor Marie Walsh for Mereland Road
- Councillor Anthony Dearlove for Wantage Road
- Position vacant for Cockcroft

Your site representatives are always there to support and help you, but if you do feel you need to contact your Councillor representatives, you can find their details on our website:

<https://www.didcot.gov.uk/councillors.html>

## **The Councillor representatives may change after the local elections in May 2023.**

As always, please feel free to contact the Council anytime you need too.

### Insurance

As a tenant of an allotment plot you do hold what is called a 'duty of care' towards people coming onto your plot. This means that in the event that somebody comes onto your plot and suffers injury due to 'negligence' you can be held legally liable for any damages caused. The Town Council encourages all plot holders to consider getting third party insurance to protect against any such liability. This can be done through a number of external insurance companies, but cover is also available automatically through the National Allotment Society via membership of Didcot Allotment Society. Membership of Didcot Allotment Society also provides the following benefits:

- Automatic membership of the National Allotment Society
- Regular DAS newsletter
- Discounts on gardening supplies and seeds
- Opportunity to participate in DAS events such as seed swaps and plant sales

See [www.didcotallotments.com](http://www.didcotallotments.com) or contact [das@didcotallotments.com](mailto:das@didcotallotments.com) for more details.

### Privacy Notice

Under the General Data Protection Regulations, the Town Council continues to hold personal data on you as an allotment holder. The legal basis on which we do this is due to it being a contractual necessity. If you would like to know what information we hold and how to make a subject access request, please contact the Town Clerk.

We would like to take this opportunity to thank you for your continued hard work on the allotments and hope that this next season is a good one for you all.

As always if you have any questions or issues, please do not hesitate to contact us.

Kind regards

**Didcot Town Council**

Council Offices, Britwell Road  
Didcot  
OX11 7HN

Phone: 01235 812637  
[www.didcot.gov.uk](http://www.didcot.gov.uk)  
E-mail: [council@didcot.gov.uk](mailto:council@didcot.gov.uk)  
Fax: 01235 512837



If you have been asked to tend to a plot while a tenant is away, please ensure that you tend to the correct plot.

Please do not tend or use other plots, and please leave the site as soon as you are done.

Should you require any information or assistance, contact the allotment representatives, or the Planning and Allotments Officer at 01235812637 or [aguzinski@didcot.gov.uk](mailto:aguzinski@didcot.gov.uk)

## **Park as a potential location for a regular Sunday morning event – Agenda item 12**

Junior parkrun is a weekly, Sunday morning, free to enter, timed 2 km running event for runners aged four to fourteen which starts at 9am. Participants can run, walk, jog or even skip. Parents and guardians are allowed to run with their children, but do not receive a finishing time nor place. Juniors receive colourful wristbands and certificates based on the total number of runs completed. The events are run by a team of volunteers. Milestone t-shirts can be ordered by volunteers once they have volunteered 25 times.

Didcot has a 'normal' 5k parkrun, run on Ladygrove Park. The nearest junior parkruns are at Kingston Bagpuize, Reading and Oxford. It would be beneficial to local juniors for such a free event to be staged within Didcot.

Two laps of the park is approximately 2k, therefore a suitable course could be established for the event.

The planned new pavilion at Edmonds Park could benefit greatly from the presence of a regular event drawing families and participant to the event potentially drawing customers to the proposed café.

To start and operate a junior parkrun you need 3 things: a core volunteer team, landowner permission to hold the event and a one-off start up fee needs to be raised by the core volunteer team. Further information can be found at:

[How do you start a parkrun? | parkrun UK Blog](#)  
[Start your own event \(parkrun.com\)](#)

Didcot Town Council, as the Landowner of Edmonds Park, could indicated to parkrun HQ and the local Didcot parkrun volunteer team that DTC are willing and supportive of holding a junior parkrun in Edmonds Park.

The core volunteer team is usually a group of between 8-10 people who are committed to volunteer in the early days, and often take turns acting as Run Director on parkrunday until they build their community and get others involved.

The one-off start-up fee is required to establish a new parkrun event, provide the initial training of volunteers and provide indefinite ongoing support. The sourcing of the funding, and ensuring that there is access to a defibrillator during the event is left to the proposed team, and is usually obtained in the form of local grants.

Motion:

**Didcot Town Council invite junior parkrun to consider Edmonds Park as a potential location for a regular Sunday morning event.**

Actions:

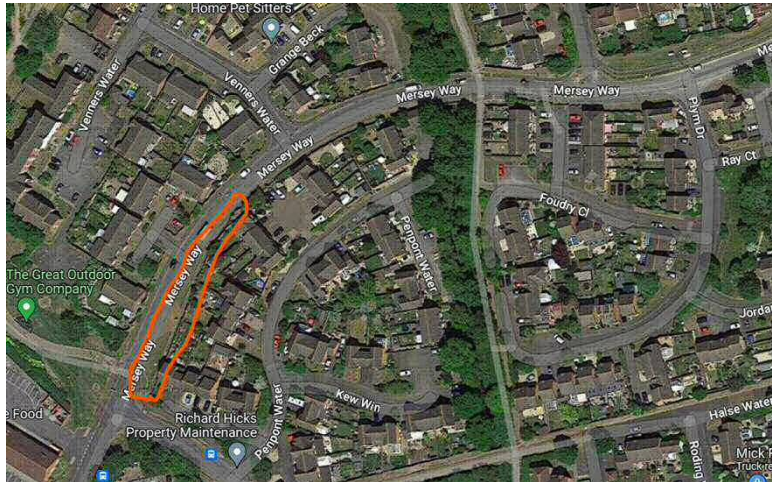
1. Make contact via the local Didcot parkrun team to offer Edmonds Park as a location for junior parkrun.

## roadside verges along Mersey Way – Agenda item 13.

Mersey Way has some roadside verges laid to grass.

Roadside trees are good for air quality and the environment.

The road is adopted and therefore controlled by OCC.



OCC controlled verge within red line.



For info - SODC owned or leased land marked red.

Motion:

**That DTC request OCC consider tree planting to roadside verges along Mersey Way.**

Actions:

1. Write to OCC to pass on DTC's approved motion that roadside tree planting be considered to Mersey Way.