

Notice of a meeting of the

Environment and Climate Committee

Monday 5th June 2023 at 7.30pm

All Saints Room, Civic Hall



Members of the Environment and Climate Committee are summoned to attend a meeting on Monday 5th June 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

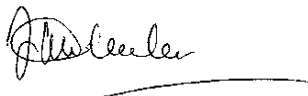
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

At the relevant time during the meeting, the Chair will invite members of the public to present their questions, statements, or petitions.

To find out about participation, please email the Planning and Environment Officer at lblake@didcot.gov.uk

Agenda

1. To elect the Chair of the Committee
2. To elect the Vice Chair of the Committee
3. To receive apologies
4. To received declarations of interests
Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct
5. To review the Environment and Climate Committee Terms of Reference **(attached)**
6. To agree the minutes of the meeting held on 13th March 2023 as a true and correct record **(attached)**
7. Questions on the minutes and review the progress report **(attached)**
8. To note the Outdoor Services Manager's report and recommendations to the Committee **(attached)**
9. To consider the Ladygrove Skate Park report and recommendations to the Committee **(attached)**
10. To consider the report on purchasing polytunnels for Town Council use and the recommendations to the Committee **(attached)**
11. To consider areas in Didcot which the Committee believe would benefit from SODC's 'Deep Cleanse' service **(attached)**
12. To consider a resident's request to install a bus shelter along Wantage Road and the recommendations to the Committee **(attached)**
13. To consider the report on whether Didcot Town Council should apply for a Smokefree Community Fund for playpark signage and the recommendations to the Committee **(attached)**



Janet Wheeler
Town Clerk
30th May 2023

Voting members:

Cllr Gavin Roberts (Proposed Chair)
Cllr Kelly Morrison (Proposed Vice
Chair)
Cllr Stephen Cole
Cllr Andrew Jones
Cllr Anthony Hudson
Cllr James Broadbent
Cllr Luke Hislop

Nominated Substitute Members:

Cllr Chris Jennings
Cllr David Aragao
Cllr Hugh Macdonald
Cllr Zia Mohammed
Cllr Denise Macdonald
Cllr Mocky Khan
Cllr George Ryall

Didcot Town Council



Terms of Reference

Environment and Climate Committee

1. The Environment and Climate Committee is a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting or Mayor-making) comprising 7 Town Councillors.
4. The quorum shall be four Councillors.
5. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council or Mayor-Making.
6. Number of meetings in an ordinary year: six times at intervals of approximately every two months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk at the meeting and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for the following items in respect of the Town's environment and its response to Climate Change.
 - a. The Environment and Climate budget.
 - b. Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users of the green spaces and to climate friendly requirements.
 - c. Consideration of information in respect of capital projects in relation to the parks (major and minor) including inviting and considering quotations for such work and pursuing the most climate-friendly options wherever possible.
 - d. The Committee shall not have the power to make decisions on such matters outside of their budget, but in these cases will make recommendations to the Town Council.
 - e. The Committee shall wherever possible follow climate friendly practices in all areas the Environment and Climate Committee has responsibility for.

- f. The Committee shall support the Council, within resource limitations, in any way requested by the Council, to fulfil Council responsibilities to address Climate Emergency.
 - g. The Committee shall, within resource limitations, act as a forum, assemble and appraise information offered by relevant organisations and individuals and raise matters with the Council.
 - h. The Committee shall have the power to create working groups on a task and finish basis where necessary.
 - i. The Committee shall support the Council or its representatives to contact or lobby, when necessary, other Councils, relevant authorities, and organisations as appropriate to seek to promote practices within Didcot Town Council's area addressing climate change.
10. In addition to the broad areas raised above the Committee will have the following areas of responsibility:
- a. Ensuring the management of all aspects of upkeep, maintenance and administration of the Council's property including parks, cemetery, allotments and open spaces, and the management and administration of Devolved Services, taking into account climate change considerations.
 - b. Making recommendations to the Council following any investigation or review of any matter relating to the protection and improvement of Didcot's environment, or the contribution Didcot can make to addressing the Climate Emergency.
 - c. Bringing to the Council's attention Climate-related considerations.
 - d. Ensuring the proper maintenance of all street furniture owned by or supplied by the Council, and to recommend the purchase of additional or replacement street furniture where appropriate. In this context, "street furniture" includes waste bins, dog bins, seating, bus shelters and signage.
 - e. Liaising with County and District Councils and other relevant agencies on the maintenance of items falling within their remit, including footpaths, pavements, cycle-ways, roads, waterways, horticultural and arboricultural works, play areas, play equipment and areas of open public space.
 - f. Making recommendations to the Council following any investigation or review of any matter relating to the purchase, sale or disposal of land or property
 - g. The Committee shall consider the level of hire fees, annually (excluding the Civic Hall) and make recommendations to the Finance and General Purposes Committee.
 - h. Taking forward any other matters concerning land or property, or climate action, as required by the Council.
 - i. Making representations to the appropriate authority on matters relating to the provision and maintenance of externally controlled lands and buildings within the town providing leisure facilities for residents and visitors.
 - j. Arranging and facilitating the Big tidy up.
 - k. Arranging and managing the Town's Christmas Tree, lights and decorations.
11. The Committee shall have delegated authority to spend within its authorised annual budgets.

Didcot Town Council

Environment & Climate Committee Monday 13th March 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

47. To receive apologies

Apologies were tendered from Cllr A Macdonald (Chair).

48. To receive declarations of interests

No declarations were made.


49. To approve the minutes of the meeting held on the 16th January 2023

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


All members agreed.

50. Questions on the minutes and review the progress report

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

Action	Responsible	Rating	Meeting 16.01.2023	Meeting 13.03.2023
Tidying up of the noticeboards	Officers	Amber	Work on this was on going.	Work on this would 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.	Was to be re-visited.
Cableway Dismantling Inspections	Officers	Green	All sites had had their cableway dismantling inspections, except Ladygrove.	The new OSM was investigating.
Ladygrove Lake Pump	Officers & Councillors		Work on this was on-going.	Work on this was on-going and meetings would be arranged with the Fishing Association.
Wheelchair Inclusive Swing	Councillors & Officers	Green	The swing had been installed.	All the new signs had been installed and the swing was officially opened by the Mayor and the Leader on 1 st February 2023. 

<p>St Annes Playground refurbishment</p>	<p>Officers & Councillors</p>	<p>Green</p>	<p>Work to re-furbish the park was due to commence from 11th January 2023.</p>	<p>The Park had been completed and was officially opened by the Mayor and the Leader on 1st February 2023.</p> 
<p>Queen's Green Canopy</p>	<p>Officers & Councillors</p>	<p>Green</p>		<p>The QGC was officially opened by the Mayor and the Leader on 1st February 2023.</p> 
<p>New bench location in Edmonds Park</p>				<p>The OSM's recommended location was detailed in the OSM report.</p>

New wooden benches in War Memorial area	Officers & Councillors	Amber	It was resolved to purchase 2 new wooden benches to replace 2 older benches in the War Memorial garden.	<p>The benches had been installed:</p> 
Toilet at Ladygrove Lakes	Officers & Councillors	Amber		<p>Lots of investigating work had been carried out by various Officers. Work on this was continuing.</p>

Cllr P Davies informed the Committee that a motion for a shared cycle path was referred to the Planning and Development Committee to consider at their next meeting and also enquired on whether Officers could cost the previously agreed desire path locations.

It was **RESOLVED** to have various options of paths costed, per metre, for the Committee to note at the next meeting.

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 spoke regarding the suggested rule amendments for fishing at Ladygrove Lakes and asked the Committee to consider allowing gas stoves, if used responsibly. He showed members a stove which encased the flames entirely, as an example of one type of stove which is used at the lakes.

There were concerns regarding using these stoves on the newly barked banks of the lakes due to the possibility of fire risks.

Standing Orders were reinstated.

Agenda item 6 was discussed at this point of the meeting.

51. To consider the suggested amendments to the Ladygrove Lakes Fishing Association Rules report and the recommendations to the Committee

The Committee discussed the suggested rule amendments in depth.

The risk of the stoves setting fire to the bark chippings were discussed and the Committee decided that a clause be added to the rules stating that although they are permitted, they must be used responsibly, and positioned safely on non-flammable surfaces. The use of the stoves could be suspended during long hot and dry periods with the decision of the suspension being made by the Water Bailiffs. The Council would need to decide when it was safe to lift the suspension.

All of the suggested rules were **APPROVED** along with the amendments to rule 13 – the use of gas stoves.

All members agreed.

Mr Barnes left the meeting at this stage.

52. To consider the Outdoor Services Manager's report

The Committee noted the Outdoor Services Manager's report.

14. Parks General

The Committee noted that there were two seahorse seesaws in Great Western Drive Park and Edmonds Park, which either needed repairing at a cost of £3,940.00, or replacing at a cost of approximately £6,000.

Members discussed the options available and **APPROVED** the replacement of the equipment, using a UK supplier, if there were funds available.

All members agreed.

18. Edmonds Park

19. The Committee noted the OSM's suggested location for the new wooden bench in Edmonds Park.

It was **RESOLVED** to purchase a new bench at a cost of approximately £500 install the bench in the suggested location.

All members agreed.

20. Tennis Courts

21. The Committee noted the quotes received to repaint the courts in both Edmonds Park and Ladygrove Park at a combined cost of £3,995 and **RESOLVED** to ask Officers to investigate this project further and obtain more quotes.

All members agreed.

Ladygrove Park

22. The Committee discussed the quotes received for works in Ladygrove Park on replacing the toddler swing safety surface and the issues with the repairs needed to the Multi Play Unit.

The OSM explained that the toddler swing safety surface had been 'patched' in the past so a full replacement would be needed now to ensure safety.

The Committee **RESOLVED** to accept the quote of **£2,707.60** to replace the safety surface of the toddler swing.

23. The repairs to the Multi Play Unit was discussed at length. Members were not keen to remove the tree, which had been causing the safety surface to lift in places.

Relocation of the unit was discussed, and the Committee asked Officers to investigate this further.

Cllr P Davies proposed to make the repairs to the roof and cross beam structure of the unit in the interim, to ensure safety, whilst Officers investigated whether the surface could be 'trimmed' back from the tree roots to prevent the loss of the tree. This was seconded by Cllr M Walsh.

It was **RESOLVED** to accept the quote to repair the crossbeam structure and the roof of the Multi Play Unit, at a cost of **£2,648.00**.

All members agreed.

The PEO and OSM would liaise with playground specialists regarding the potential relocation of the Multi Play Unit, the safety surface underneath the unit and the issues with the tree.

Events

Ladygrove Park

33. Didcot 5 (Didcot Runners) – Sunday 2nd July 2023, 7am – 12 midday

The Committee discussed this event. Cllr P Davies explained that although the event is chargeable, all proceeds get given to charities.

The Committee **RESOLVED** to approve this event and charge the organisers £200 for the hire, provided that they could supply DTC with a statement confirming all proceeds would go to registered charities.

The Town Clerk suggested the organisers apply for Grant Aid to cover the charges.

All members agreed.

34. Superheores Colour Run – Play2Give – Sunday 10th September 2023

The Committee discussed this expression of interest and **RESOLVED** to charge organisers £200 for the days hire, should they decide to hold the event.

53. To consider the suggested date and location for the Town Council's Litter pick and the recommendations to the Committee

The Committee considered the litterpick report and **RESOLVED** to accept the 31st May as the date of the event, and the area surrounding the Civic Hall as the location.

All members agreed.

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

The Committee considered the report and various recommendations of new signage for the Millennium Woods.

Discussions were had as to whether the woods needed three signs. Due to the various entrances in different locations, it was agreed that three were needed.

The Committee considered the quotes received from three companies and two Graphics Designers.

It was **RESOLVED** to purchase three A1 recycled plastic, wood effect signs from Company B and instruct Company 2 to design the graphics, at a combined total of £2,985.00.

All members agreed.

55. To consider the installation of a cricket Wicket in Ladygrove report and the recommendations to the Committee

The Committee considered the report and noted the quotes received.

Discussions were had due to the practicality of the project and whether the wicket would need to be 'netted'.

It was proposed by Cllr A Thomson and **RESOLVED** to defer this proposed project for further investigation.

All members agreed.

56. To consider the report from the Public Art Delivery Working Group and recommendations to the Committee

The Committee considered the report. Whilst they were keen to progress with the suggested projects, there were some concerns regarding the additional cost to the Council which had not been budgeted for.

Both projects were approved in principle.

It was **RESOLVED** to allow Officers to continue working on the proposed Artist briefs and investigate funding.

Cllr A Thompson left the meeting at this stage.

57. To note the Allotment Liaison Group Draft minutes of the meeting held on 9th February 2023 and to consider the ALG's recommendations to the Committee

The Committee noted the draft minutes of the Allotment Liaison Group.

The Committee considered changing the invoice period from 1st April until later in the year. The Town Clerk had discussed this with the Finance Officer and had been informed that it would be viable.

The 1st of October was considered the best alternative date, as Officers could invoice for a full 6 month period from April and then start the annual rent periods later in the year.

It was **RESOLVED** to accept 1st October as the new rent due date from 2023 – all tenants would receive two invoices this year, the first would be for a full 6 months, then followed by an annual invoice in late September.

Whilst considering the recommendations regarding the suggested burn dates, the Committee felt that allowing bonfires at all should be reconsidered, due to the negative environmental impact. It was **AGREED** to ask the Allotment Liaison Group to consider an alternative to bonfires, at their next meeting.

It was **RESOLVED** to accept the suggested burn dates for 2023, providing allotment tenants are asked to only light the fires after 4pm during the week. These dates were:

- Two weeks between 20th March and 2nd April
- Two weeks between 30th October and 12th November

The Committee discussed wildlife cameras on allotment plots and the potential of accidentally filming someone without their consent.

It was **RESOLVED** to allow wildlife cameras on the allotments, if they only record the area within the plot managed by the tenant and not record communal pathways or other plots.

The poster was **APPROVED**.

58. To consider inviting Junior Parkrun to consider Edmonds Park as a potential location for a regular Sunday morning event – Cllr P Davies

The Committee discussed the report, asking them to consider DTC contacting Park Run and ask them to consider Edmonds Park as a venue for future Junior Park Run events.

Some concerns were expressed due to the planned football matches booked in at the weekends. Members discussed other sites as potential venues for a Junior Park Run.

It was **RESOLVED** to contact Junior Park Run and ask them to consider Didcot Town Council's parks as a potential venue for events.

All members agreed.

- Attached as appendix 1

59. To consider submitting a request to OCC to consider tree planting to roadside verges along Mersey Way – Cllr P Davies

The Committee considered the report.

It was **RESOLVED** to submit a request to OCC to ask them to consider tree planting along the roadside verges in Mersey Way.

- Attached as appendix 2

60. Exclusion of the press and public

It was **RESOLVED** to exclude the press and public from the meeting pursuant to Section 1 of the Public Bodies [Admission to Meetings] Act 1960 on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

61. To consider the updated Broadway Allotment Incident report and recommendations to the Committee

The Committee considered the report and **RESOLVED** to allow the tenant to return to the allotments, subject to a 6 month probationary period.

The meeting closed at 21:30

Signed: _____ (Chair)

Date: _____

Didcot Town Council

23rd March 2023



Didcot Park Run
Emailed on 23rd March 2023

To whom it may concern,

Didcot Town Council's Environment and Climate Committee met on Monday 13th March 2023.

The Committee are aware that parkruns are free, community events running in various locations every Saturday with junior parkruns being held on Sunday mornings.

Following a recommendation from a Didcot Town Councillor, the Committee resolved to contact the team at Didcot Park Run to request that you consider Didcot Town Council's owned and managed Parks as a potential venue for Junior Park Run events.

The Committee were keen to work with you to suggest the most suited location and hope that you consider this request.

Yours sincerely



Lucy Blake

Lucy Blake

Planning and Environment Officer

On behalf of the Didcot Town Council's Environment and Climate Committee

Didcot Town Council

23rd March 2023



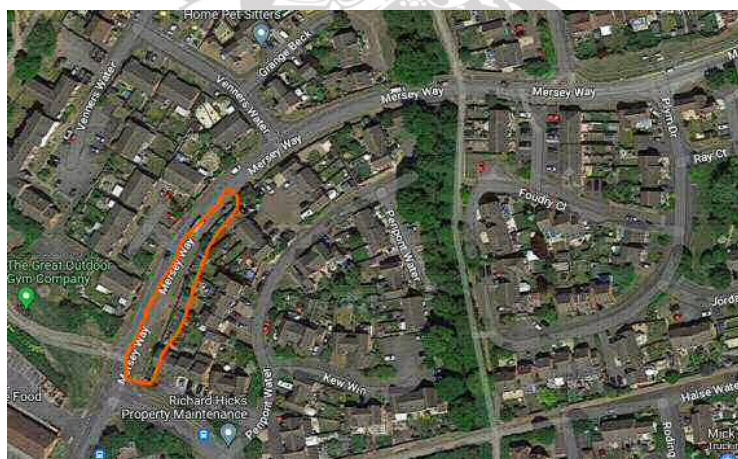
Oxfordshire County Council
Emailed on 23rd March 2023

To whom it may concern,

Didcot Town Council's Environment and Climate Committee met on Monday 13th March 2023.

Following a recommendation from a Didcot Town Councillor, the Committee resolved to request that Oxfordshire County Council consider tree planting to roadside verges along Mersey Way in Didcot.

The Committee are aware that South Oxfordshire District Council own or lease certain areas in and around Mersey Way, but would like Oxfordshire County Council to consider planting trees specifically in the location shown below (within the red line):



The Environment and Climate Committee hope that you consider this request and look forward to receiving your response.

Yours sincerely


Lucy Blake

Lucy Blake

Planning and Environment Officer

On behalf of the Didcot Town Council's Environment and Climate Committee

Environment & Climate Committee Meeting 05.06.2023
Agenda Item 7- Progress Report

Action	Responsible	Rating	Meeting 16.01.2023	Meeting 05.06.2023
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	Price per metre was to be found for various types of pathways.	Work on-going.
Ladygrove Zip wire	Officers	Green	All sites had had their cableway dismantling inspections, except Ladygrove.	The Zip wire has been fixed.
Ladygrove Lake Pump	Officers & Councillors	Amber	Work on this was on-going.	Work on this is on-going and meetings will be arranged with the Fishing Association and the newly formed Ladygrove Management Group.
Millennium Woods signs	Officers	Amber		An update on the noticeboards is covered in the OSM's report.
New bench location in Edmonds Park	Officers & Councillors	Amber	The OSM's recommended location was detailed in the OSM report and approved.	<p>The bench has been purchased and installed in Edmonds Park. Unfortunately it has already been damaged:</p>  <p>The outdoor team have said this is unfixable (the bottom has been badly damaged too, so they have replaced it with an older recycled plastic one, for the time being.</p>
Vehicle stickers	Officers	Green		Town Council logo stickers for the outdoor vehicles are due to be delivered 30/05/23.

Environment & Climate Committee Meeting 05.06.2023
Agenda Item 7- Progress Report

Skate Park and other park signs	Officers	Green		The signs for the Skate Park, Smallbone Rec and St Annes Park are due to be delivered 30/05/23 and will be attached to the posts/gates as soon as possible.
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Didcot Town Council

Environment and Climate Committee

5th June 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 – General

3. Mowing and general maintenance started mid/end of April. The Outdoor Team are no longer cutting each path right up to the edges. This is due to the time it takes and the amount of mess which covers each allotment plot after the paths have been mowed and trimmed.
4. Allotment inspections have taken place and letters will be going out soon. It's an eye opener to see how some of these plots are being used.
5. Pathways across every site remains an issue. The team have repaired some, but it is a mammoth task that will take years to put right, especially if the Council intend to remeasure and re-number every plot.

6. The Allotment Liaison Group will be considering an alternative to burning on the allotments.

Broadway allotments

7. The developers working on the site next to Broadway allotments have confirmed they will erect a new fence on the left-hand side of the site later this year. This is because they will be using the Town Council's airspace when using their cranes.

New Road allotments

8. There has been no change on the New Road allotment site. The compost bays are full and will need digging over, hopefully this will be usable for either later this year or early next.

Wantage Road allotment

9. We have planted an edible hedge row along the fence that separates the allotment and Woodlands Medical Centre. This was done using fruit bushes that were transferred from allotment plots recently given up. This saved on the planting budget as we recycled where we could. Hopefully in time the hedge will stop anymore illegal fly tipping over into the allotment site.

This is now being abused by some allotment holders. One allotment tenant dug up the bushes and re-planted them on their own personal plot. These have since been returned and it is hoped they will survive the upheaval. We have also had problems with the plot adjacent to the hedge row throwing objects all over them causing damage to the area.

10. A big tidy up is needed in the far corner of the allotment, this is the same plot as mentioned above. I have removed a knife from this corner recently and offered the plot holder help getting rid of his scrap metal, which he hasn't taken me up on. There is also lots of rubbish and even a fridge freezer and a small fridge that the tenant uses as a tool shed. This is a huge health and safety risk. I have given the plot holder 28 days to clear plot or risk termination of his tenancy agreement.
11. There are signs that badgers have set up home in one of the old compost bins. I have installed a wildlife camera to see what we can see.

Cockcroft allotments

12. The big Oak tree in the corner is supposedly causing issues to one of the garages. I have met with a local tree surgeon and have received a quote to reduce the crown. However, the landowner of the space in front of the garage has not contacted the Council despite being written too, so no further action can be taken on the ground surface at this time.

The quote to reduce the crown of the oak and fell the pine is £1,250.

This would have to be done every 5 years to ensure the root system will not get any bigger.

Recommendation

13. The Committee is asked to approve this quote at a cost of £1,250 (ex VAT) which could be taken from cost centre 310/3158 'Trees'.

Mereland Road

14. We have had to take plot 42a out of use until October, this is due to the fact it is suffering with Mares Tail. We will need to treat the site a few times before hopefully being able to offer this plot out later this year.

Cemetery

15. There have been two full burials and seven cremated remains interments since the last meeting of the Environment and Climate Committee.
16. Grass cutting and general maintenance started end of April. This will be done biweekly where possible.
17. Ornaments and Christmas decorations have been and still are an ongoing problem for the outdoor team whilst carrying out the maintenance at the cemetery. At other cemeteries people have been asked to remove Christmas decorations by February 1st or the maintenance teams remove them – This is the case at All Saints Churchyard for example.

There are also issues with ornaments and glass jars being left around the graves. If these are left well within the parameter of the graves, this doesn't cause too much of an issue, however, some are left on the edges of the graves and are a health and safety issue to the Outdoor Team when carrying out maintenance work.

It may be a good idea to look at re-instating the Cemetery Working Group to review the rules and regulations of the cemetery in more detail.

Recommendation

18. The Committee is asked to consider putting in a new rule, prior to the reinstatement of the Working Group, to state that all Xmas decorations are to be removed by February 1st each year, and that any glass ornaments and vases are kept well within the parameters of the grave space. Failure to abide by these new rules will result in the Outdoor Team removing them.

Civic Hall

19. As a result of recent tree works, chippings have been distributed in all the flowerbeds at and surrounding the Civic Hall and along the Broadway. This is to suppress the weeds, but it has also made the beds look tidy. Chippings have also been used in the flower beds at the cemetery.

Parks – General

20. Regular Maintenance across all parks is taking place biweekly. I have met with a couple of playground reps to gather some quotes for some playground repairs. I should be getting these in the coming weeks.

Edmonds Park

21. We had a Hydraulic oil leak from one of the mowers which damaged the grass from one side of the field to the other. The team and I have had to cut a strip of turf out and replace with turf cut from the pavilion build. However, we have only fixed half of the damage for now as the other half is located on one of the football pitches. This half isn't worth fixing until a later date as the fun fair will be setting up in the same location later this year, which could potentially damage the grass anyway.

22. We obtained quotes for the replacement of a sea saw at Edmonds Park and Great Western Drive Park. Repairing the seesaw in Edmonds Park was not financially viable due to the parts needing to be sent from USA. Two companies have quoted for replacements. A 'like for like' sea saw came in at £8,000 (plus VAT) each or an alternative came in at £6,750 (plus VAT) for two. Both quotes included removing the old see-saws and installing new. These alternatives are available from the United Kingdom.

23. I have met with a Playground company representative regarding removing and replacing the teen play area. I will need to get more quotes to replace this equipment but if the costs exceed £30,000 (including VAT) as per council regulations it will have to go out to tender. The cost for this could be taken from CIL monies.

24. My recommendation is that we revisit the seesaws again at the end of the season late September early October time, and that the Council agree to go with the alternative seesaw, instead of 'like-for-like', as it is half the cost, and the parts are easier to obtain.

Ladygrove Park

25. The surface repairs to the toddler swing were completed in April.

26. The zipwire has finally been repaired and is in working order.

27. The repairs to the multi-unit will be taking place at the end of June.

28. The multi swing repair quote has been received and is quoted to be £2,790 (ex. VA).

This will consist of:

Site Address: Lady Grove play area Didcot OX11 7GA

Supply and install

Cantilever head

M16 x 130 8.8 Bolts

M16 Washers

M16 Nylocs

M16 black plastic caps

M12 x 150 bolt

9048B Set of Chains 4 -

9092 M10 Shackle & Bolt

9142 Plastic insert for M10 shackle

9047C Cantilever Basket (only) 1.0m diameter

PALLET Delivery

Subtotal: **£2,790.00 + VAT**

29. Quotes for repairing the Springys and the gate have been requested and should be available by the meeting.

Recommendation

30. The Committee should consider these quotes for the necessary repairs. This will be taken from cost centre 305/3154 'Ladygrove Park Maintenance'.

Apart from some surface shrinkage this should bring this park back up to spec ready for the summer.

Ladygrove Lakes

31. Extensive work was carried out at the lake's early this year. Regular maintenance is on-going to ensure the area is kept 'under control'.
32. The new noticeboard has been installed at the lakes to display the fishing rules, information relating to works at the lakes, contact details of the Council and information from Ladygrove Lakes Fishing Association

Events

33. South Oxfordshire District Council have booked in the following, free to attend activities in Town Council owned/managed Parks:

Edmonds Park

34. Xplorers event – Monday 14th August 9am-1pm.
35. Cricket sessions – 26th July – 30th August (Wednesday mornings) 9am-12 midday.
36. Real Play session – 29th August 10am-10.45am.

Ladygrove Park

37. Table Tennis event – 24th July 10am-11am at Ladygrove Park and 11.30am-12.30pm in Great Western Drive Park.
38. Xplorers event – Monday 7th August 9am-1pm.
39. Real Play session – 22nd August 10am-10.45am.
40. The skatepark in Ladygrove will be used by SODC for free to attend session in the summer holiday. A date for this is yet to be received/confirmed.

Millenium Woods

41. The new signs have been delivered, we are just waiting on the delivery of the graphics boards. Once received, the new noticeboards will be cemented into the ground. The new design for the boards is attached as appendix 1.

Staffing

42. The Outdoor Supervisors and I have sat down and worked out a spring/summer maintenance schedule. Every site will be cut biweekly except for the sports pitches at Edmonds Park and Loyd Rec. This will save the Council a lot of time, money, and fuel.
43. Two members of the outdoor team will be attending the two-day ROSPA manual inspection course, to enable them to carry out playground inspections. One is booked in for June, the other for November.

Environment and Climate Committee

5th June 2023

Report Author: Mike Blake



Ladygrove skate park Graffiti community project

Introduction

1. This report asks the Committee to consider whether it wishes the Town Council to hold an Artist Graffiti Community Event/Competition at the Skate Park in Ladygrove.

Background

1. The Town Councils Outdoor Services Team have cleaned, looked after, and maintained Ladygrove skate park since it was installed back in 2000.
2. The Outdoor Team routinely remove a lot of offensive graffiti from this area, especially after any school holidays.
3. It has been suggested that DTC hold a Community Graffiti event/competition where the Council could split the skate park into sections for artists to paint. The Town Council could decide on themes if desired.
4. I am aware that the foot bridge from Hitchcock way to Ladygrove used to suffer a lot with offensive graffiti and since getting local graffiti artists involved, it doesn't anymore. By doing this it involves the community and would give the people who use the skate park a sense of ownership.
5. Officers will attempt to contact the landowners of the bridge to see how they organised the artwork.
7. It has been suggested to hold the event on the last week of the summer holidays or sometime after that. The Council could even hold this as an annual event which would freshen up the area every year.

Recommendations

8. The Committee should decide:
 - a. Whether it wishes the Town Council to hold a graffiti artist event/competition. Whether the Council should ask for artists to submit designs, or open the event up on the day and just allow people to paint certain sections
 - b. Approve a suitable date

Legal Implications

9. Permission may need to be sought from any/all landowners to paint on land not owned by Didcot Town Council.
10. Risk Assessments will need to be in place as the Town Council will have a duty of care to all staff, visitors, artists, and volunteers.

Financial Implications

11. Depending on what the Council decides to do, will decide on what equipment/materials the Council will need to purchase. If you are allowing anyone to turn up on the day to paint, you may need to supply the materials. If you are holding a competition for artists, they may have their own equipment/materials.
12. Another cost to the Town Council would be for labour of some members of the Outdoor Team so that they could be involved. We currently have one member who would be good at interacting with the community and another who is an exceptional artist and who would like to be involved.
13. A detailed breakdown of costs could be presented to the Committee at the next meeting should the event be approved in principle.

Risk Implications

14. A site risk assessment would need to be designed, as would an assessment for any equipment/materials that would need to be used.



Environment and Climate Committee

5th June 2023

Report Author: Mike Blake

Polytunnel for Didcot Town Council to grow our own bedding and plants

Introduction

1. Didcot Town Council manages a vast area which include various beds for planting and numerous hanging baskets.
2. Hanging baskets have been installed in town from Wantage Road to the bottom of the Broadway. There are also hanging baskets in Cockcroft.
3. The Council is keen to involve the local community with planting and outside work, to raise a sense of pride in the town.
4. This report asks the Committee to consider the purchase of two Polytunnels and compost, at a cost of approximately £1500-£2000 (depending on size and groundworks) to allow the outdoor team to grow their own produce for planting and encourage the community to participate.

Background

5. Didcot Town Council has plenty of areas with flower beds and for the last couple of years some of the beds have either been left empty or had wildflower seeds planted in them. At times, this has looked depressing and unsightly. This year things have started to change, with a lot of thanks owing to one of the newest members of the outside team. Before she started working for the Town Council, she had picked up a rather substantial number of seeds in the sales last year at a considerably low price and started growing them in her own conservatory.

To consider the purchase of a polytunnel for Town Council use

Now these seeds have all been planted in and around the Civic Hall, making a huge positive, visual impact to the area.

This made us think, why can't we do this on a bigger scale?

My suggestion is to purchase two 10ft x 12ft polytunnels and situate them on the land we have recently been 'given back' by Restore, on the New Road allotment site.

This site would be ideal for growing and hosting community planting events for many reasons, including:

- a. The area is set away from the other allotment plots so any interference with allotment tenants would be minimal,
 - b. The area already has a small orchard which could be incorporated with any events and act as a lovely, shaded area should children from any local schools visit,
 - c. It is near to the composting bays, so the compost can be easily used
 - d. There is room to create beds for schools/community groups to take 'ownership' of,
 - e. There is also room to create seating, so that groups can listen to advice while attending the events
6. Members of the outdoor team could lead projects, involving schools and local groups, with the support from the Planning and Environment Officer, which would help educate children on the importance of planting and growing things. Once the plants have been established in the tunnels, they could then be planted around the town, and give the children a sense of pride whilst out with family and friends. They would know they played a huge part in that area looking wonderful.
 7. These events could be open to all ages, children through to the elderly. Planting seeds can help strengthen fine motor skills.
 8. Not only would having our own polytunnels allow the outdoor team to interact more with the community, but it will allow the Council to grow their own plants from seed, cutting down the cost of planting each year. We could then create our own hanging baskets too.

Recommendations

9. The Committee is asked to consider this report and decide whether to purchase two polytunnels and compost at an approximate cost of £1,500-£2,000, which could be taken from the 'Green Projects' cost centre (101/1173) and approve installing them on the New Road allotment site (in the location marked on the next page).

To consider the purchase of a polytunnel for Town Council use



The area proposed for the polytunnels and the community events, is shown within the red circle.

Legal Implications

10. There would be no legal implications for the Council to purchase polytunnels and install them on their own land, nor to hold any community event as the event will be covered by the Town Council's insurance.

Financial Implications

11. The initial cost would be approximately £1,500-£2,000 which would cover the cost of the polytunnels and the initial outlay of compost. This could be taken from cost centre 101/1173 - 'Green Projects'.

If the Committee approves this purchase, planting our own will boost a very tight planting budget. Eventually the compost won't cost the Council anything as the compost bays should be ready at the end of the year and will become a continual supply of compost.

12. When holding any communal events, costs would be minimal. Plant pots can be donated from garden centres and the allotment sites, and seeds can be purchased in bulk and/or at the end of the season (for use the following season).

Risk Implications

13. As with any planting or gardening, the weather is a risk, as does potential theft and vandalism. The proposed area is not visible from the roadside so could become quite hidden away. The allotment site is locked so unauthorised access is unlikely.
14. Any community projects held on site, would be subject to relevant risk assessments. If children were invited, the schools would need to ensure they have gained parental consent.

Email received from South Oxfordshire District Council 16th May 2023:

"We will be spending several days in your parish to perform a deep cleanse. We will be with you for 6 days from 06/07/2023 to 13/07/2023.

What is included:

- litter picking
- sweeping
- removing weeds and or moss on pavements.

What is not included:

- weed spraying
- general gardening
- cutting grass or vegetation
- remove weeds and moss that is on roads.

Please note, we only clear land to which the public is permitted access and that is under the direct control of the district council.

We would like to hear from you if there is anywhere in particular, in your area, that you would like to be cleaned. If there are areas, please respond to us by completing our form attached to this email and sending this back to us by **15th June 2023** and we will do our very best to accommodate your requests. We are sorry but it may not be possible to accommodate requests after this date.

Please note, it is not possible to guarantee that Biffa will be able to complete all the request when visiting as it very much depends on how much work is required on each road, for example digging out weeds and detritus will take much longer than sweeping litter. Once the allocated time is at an end, the cleansing crew will move on to their next area and will not be able to return to complete the work should this not be completed in the allocated time.

If you choose to expand this request to residents within the area, please ensure they respond to you directly so that you can prioritise these accordingly.

You can send your response to us via the postal address below or respond to this email direct. A table layout has been attached for which you may use to log the information required.

Please note that all requests for deep cleaning services will be shared with OCC (Oxfordshire County Council)".

Didcot Town Council

Environment & Climate Committee 5th June 2023

Report author: Lucy Blake



Bus Shelter installation on Wantage Road

Introduction

1. Didcot Town Council has been contacted by a Didcot resident, requesting that the Council consider installing a new bus shelter in one of two suggested locations along Wantage Road in Didcot.
2. This report asks the Committee to consider whether to approve the installation of a bus stop at either of these locations, or to consider whether a new, different location in Didcot would be a better option.
3. Whilst considering this report, the Committee should consider the number of existing bus shelters already owned by Didcot Town Council and the uncertainty of how many will be adopted in the coming year, from the Great Western Park Development. These shelters will need to be maintained and the funds for this will be used from the current bus shelter budget.

Recommendation

4. The Committee should consider this report and decide whether to purchase and install a new bus shelter on Wantage Road and what type of shelter should be used, or to investigate other more suitable locations.

Background

5. Historically the Town Council has installed new bus shelters throughout the town, normally one shelter per year.
6. The last shelter to be installed was the 'green' roof shelter in Ladygrove in October 2021. This was installed at a cost of £6,718.45 (ex VAT). This was for a

To consider installing a bus shelter on Wantage Road

Mono Shelter with seating and a sedum roof. This shelter required surface works, similar to what will be needed for the requested locations on Wantage Road.

7. There is no requirement for planning permission to erect a bus shelter, only for the addition of advertising hoardings.
8. It is not possible to know for sure the long-term plans for any of the bus routes serving the town. Bus companies may stop providing their service with three months' notice.
9. The Committee need to ensure value for money and longevity of any sites selected for bus shelters.
10. The resident had explained that many elderly residents wait for buses on Wantage Road and do not have anywhere to shelter in the bad weather. Not only this, but the resident has stated that the buses do not notice the stops. Installing a shelter at either of these locations, is, in his opinion, very much needed.

His preferred site would be outside of the Zigana restaurant on Wantage Road (pic 1) although his second choice would be on the opposite side of the road, outside the Baptist Church (pic 2):



Pic 1

Pic 2

11. Both locations are owned and managed by Oxfordshire County Council (OCC) and as such, permission would be needed to install any structure at either location. OCC would likely approve this if the Town Council used and abided by the advice of their preferred contractor.
12. The OCC preferred contractor was contacted regarding these stops and deemed the location shown in pic 1 to be unsuitable – *“The shelter would be located at the back of the footway which would be a big issue for these parking spaces and probably for the restaurant too”*. OCC agreed with this.

When asked about the stop shown in picture 2, the representative confirmed that whilst the footway isn't wide enough for a shelter, a shelter base could be

To consider installing a bus shelter on Wantage Road constructed on the land behind the bus stop, which would ensure the correct measurements and width for both the shelter and the pathway.

13. The Bus Infrastructure Officer from OCC confirmed that they would have no objection to the installation of a shelter at this location, provided it was set back from the footway and their preferred contractor used.
14. A quote for the work to construct the base and install a shelter at this location, is still outstanding.

Legal Implications

15. There is no requirement for planning permission to erect a bus shelter, only for the addition of advertising hoardings.
16. Didcot Town Council would have a duty to ensure the structure is secure and well maintained.
17. Didcot Town Council would have a duty to ensure that the sites are investigated by the relevant industry specialist, to confirm if they are suitable.
18. The legal ownership of the proposed site is Oxfordshire County Council. Written confirmation they are happy for Didcot Town Council to erect a bus shelter would have to be received prior to work being undertaken.

Financial Implications

19. Financial Regulations 4.1 state:
“Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - *The Council for all items over £5,500.*
 - *A duly delegated Committee of the Council for items over £1000.*
 - *The Clerk in conjunction with the Leader or Chair of the appropriate Committee for any items below £1000.*
20. The 2023-2024 budget for bus shelters is £5,000. The budget heading is 325/9059. This will need to cover the maintenance of all existing bus shelters currently owned by Didcot Town Council and any new shelters they adopt. There would be a shortfall in funds for a new shelter that would need to be considered by the Finance and General Purposes Committee.

Risk Implications

21. Didcot Town Council would need to decide if the 'need' for this bus shelters will still be relevant in coming years. Bus routes are constantly changing as the town expands and grows.
22. Any new bus shelter would have to be added to the Town Council asset register and insured.
23. A regular inspection and maintenance schedule would be required to prevent a negligence claim arising in the event of an accident involving the bus shelter.

Didcot Town Council

Environment & Climate Committee 5th June 2023

Report author: Lucy Blake



Smokefree Community Fund

Introduction

1. Didcot Town Council (DTC) has been contacted by the Smokefree Project Officer at Oxfordshire County Council (OCC) to inform the Council of a fund that is currently available, the Smokefree Community Fund, to District, Parish, and Town Councils to create smokefree playparks/playgrounds.
2. Playparks/playgrounds in Oxfordshire are OCC's priority areas that they would like to become smokefree. Their recent Smokefree survey found that *"around 90% of 300 smokers surveyed in the 10 most deprived LSOA wards in Oxfordshire agreed to these areas becoming smokefree"*.
3. Funding of up to £1000 can be applied for to create smokefree signage for playparks in Didcot.

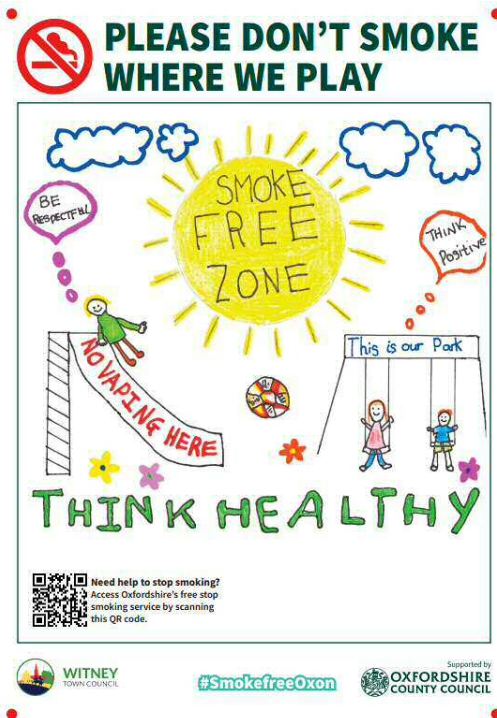
Recommendation

4. The Committee should consider this report and decide whether to recommend that the Council apply for this funding to install smokefree signage in all the playparks/playgrounds. And if so, decide how to design these signs.

Background

5. According to OCC, Witney Town Council applied for the funding and installed smokefree signage, designed by local children, in their playparks. OCC worked with them to create the signs. Examples of which can be found on the next page.

To consider whether to apply to the Smokefree Community Fund



6. DTC own/manage seven play parks/playgrounds. These are:

- Ladygrove Park
- Edmonds Park (junior and older children's sections)
- Great Western Drive Park
- Loyd Recreation Ground
- Marsh Recreation Ground
- Smallbone Recreation Ground
- St Annes Play Park

7. There are approximately seven Primary Schools in Didcot, that sit within South Oxfordshire District Council's borders.

To consider whether to apply to the Smokefree Community Fund

The Council could ask seven different schools to design a poster and use a different one at each playpark, or the Council could run a competition for local residents to design the signs and the winners would be used.

Financial Implications

8. Full funding of the signs can be obtained from OCC if the application is successful.
9. There may be costs associated with some fixtures and fittings. These will be small and can be taken from the playpark maintenance budget.

Risk Implications

10. Smoking can be deemed as a 'taboo' subject and as such the signs may not be positively received. However, due to the constant increase in knowledge of the ill effects of smoking/vaping, the signs could act as a small safety barrier for the young children visiting the play parks.
11. Whilst the signs may state 'please do not smoke/vape in the park', there will be no way to police this.