

Notice of the Meeting of

Didcot Town Council
6th November 2023 at 7.30pm
Main Hall, Didcot Civic Hall



All Members of Didcot Town Council are summoned to attend the Meeting of the Council on Monday 6th November 2023 in the Main Hall at Didcot Civic Hall 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).

The Chairman will invite members of the public to present their questions, statements or petitions, usually at the start of the meeting.

To find out about participation contact the Town Clerk.

The business to be transacted at the meeting will be:

1. To receive apologies

2. To receive declarations of interests

Members are reminded to declare any interests on any item on this agenda in accordance with Didcot Town Council's Code of Conduct. Members are also reminded to review their register of interests which will be available at the meeting.

3. To approve and adopt the minutes of the Council Meeting held on 4th September 2023 and to include questions on the minutes as to the progress of any item

4. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112

(a) Planning and Development Committee

(i) To receive the minutes:

13th September 2023

4th October 2023

25th October 2023 (to be approved by Committee)

(ii) Recommendations to Council:

Minute 142 – To NOT pursue a Neighbourhood Plan due to high costs for minimal benefits and concerns over Councillor and Officer work load capacity.

(b) Finance and General Purposes Committee

(i) To receive the minutes:

25th September 2023

23rd October 2023 (to be approved by Committee)

(ii) Recommendations to Council:

Minute 71 – see agenda item 6 regarding F&GP comments on the external auditor section of the AGAR

Minute 72 and 93 – To note the up-dated cost of the splash park at £426,000 plus optional furniture and the recommendation to put a tender on to the Contracts Finder portal.

Minute 78 and 94 – To note the reinstatement of the grass cutting agreement and the recommendation to put a tender on to the Contracts Finder portal. The information from the tenders to determine the frequency and management of the grass verges with some areas left for wild flowers and some areas mown in-house.

Minute 84 – To request that the Edfest Committee set up as a separate organisation and that DTC award the Committee a grant to run the event.

(c) Environment & Climate Committee

- (i) To receive the minutes:
11th September 2023 (to be approved by Committee)

No recommendations

(d) Personnel and Administration Committee

- (i) To receive the minutes
9th October 2023 (to be approved by Committee)

(ii) Recommendations to Council

Minute 37 – To approve the transfer of a role from gardener to Community Officer – *see attached job description.*

(e) Property & Facilities Committee

- (i) To receive the minutes
27th September 2023 (to be approved by Committee)

(ii) Recommendations to Council

Minute 31 – To agree an amendment to the new planting at the Edmonds Park Community & Sports Pavilion – *new planting attached.*

Minute 35 – To agree that Willowbrook Leisure Centre should remain in-house but DTC should move towards the creation of the charitable trust in the longer term.

5. To receive the Mayor's report – 26th August 2023 – 5th November 2023

Date	Day	Event
1 st September 2023	Friday	Opening of refurbished pavilion at Loyd Recreation Ground, Didcot
2 nd September 2023	Saturday	New Minister, Baptist Church, Didcot.
7 th – 10 th September 2023	Thursday - Monday	Didcot Twinning Association visit to Planegg.
13 th September 2023	Wednesday	Charity Coffee Morning at Civic Hall in aid of the Mayor's Charities.
22 nd September 2023	Sunday	Soldiers of Oxfordshire new exhibition opening, Woodstock – <i>couldn't find a parking space so had to abandon.</i>
30 th September 2023	Saturday	Opening of new shop.
30 th September 2023	Saturday	Play2Give Ball, Milton Hill House, Milton.
7 th October 2023	Saturday	Didcot Food Festival, Civic Hall.
27 th October 2023	Friday	Visited new shop in Orchard Centre, Sparkle Softplay & Café, Didcot.

Deputy Mayor – 26th August 2023 – 5th November 2023

Date	Day	Event
27 th August 2023	Sunday	Opening of new boxing gym, Didcot
2 nd September 2023	Saturday	New Minister, Baptist Church, Didcot
10 th October 2023	Tuesday	High Sheriff of Oxfordshire Law Lecture, University of Oxford
17 th October 2023	Tuesday	Christ Church Civic Service, Oxford
2 nd November 2023	Thursday	Turning Point Celebratory Event, Didcot (above Wildwood Restaurant)
3 rd November 2023	Friday	Age UK AGM, Ashmolean Museum, Oxford
4 th November 2023	Saturday	Active Future, South Oxfordshire, Didcot Leisure Centre

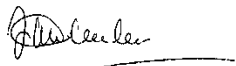
- 6. To note the conclusion of the 2022-2023 AGAR and the query regarding their advice on the amount of general reserves at year end – see letter sent.**
- 7. To approve the general insurance renewal of £24,733.22 (including IPT and all fees) with Hiscox Insurance Company Ltd. Please note that this does not include motor insurance and will be subject to amendment once the Edmonds Park Pavilion and the North Brook Community Centre is completed and handed over to Didcot Town Council.**

8. To consider the following motions:

- (i) **Motion one** – proposed by Cllr O Glover and seconded by Cllr T Worgan regarding the highway disruption caused by the Manor Bridge works and the simultaneous gas pipe replacement works – *see the Motion One attached.*

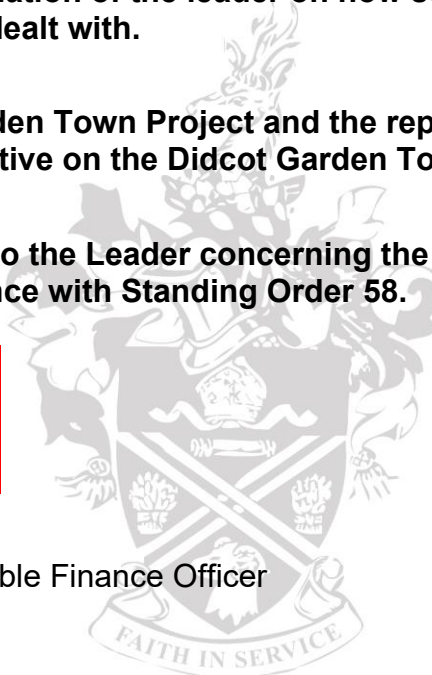
Motion two – proposed by Cllr T Worgan and seconded by Cllr Chris Jennings regarding the giving of live animals as prizes in any form on land owned by Didcot Town Council – *see Motion Two attached.*

- (ii) **To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.**
- (iii) **Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board**
- (iv) **Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.**



Janet Wheeler

Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
31st October 2023



Didcot Town Council

Council Meeting

Monday 4th September 2023 at 7.30pm

Main Hall, Didcot Civic Hall



Minutes

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

PRESENT

Councillors:

A Jones (Deputy Mayor)	J Loder
J Broadbent	D Macdonald
S Cole	K Morrison
D Guerra Aragao	S Nohre
N Hards	G Roberts
L Hislop	D Rouane
M Khan	G Ryall
C Jennings (Leader)	T Worgan

Officers:

Janet Wheeler - Town Clerk
Lucy Blake - Deputy Town Clerk

Twelve members of the public were present.

The meeting began with a presentation from the Didcot Garden Team on the status of their projects. There was time allowed for questions from Councillors and from the audience.

40. To receive apologies

Apologies were received from Cllrs O Glover, A Macdonald (Mayor), H Macdonald, A Hudson, and Z Mohammed.

PUBLIC PARTICIPATION

It was proposed by Cllr A Jones, seconded by Cllr M Khan, and **RESOLVED** to suspend the Standing Orders to allow the public to address the Council.

All members agreed.

Ten members of the public spoke about the motion for a blanket 20 mph scheme. Their main points were:

- Lack of public referendum.
- Anti car agenda.
- Minority support.
- Lack of research, transparency, or details in the motion.
- Election results should not indicate support for a motion.
- Only a handful of accidents shown in the motion involved pedestrians.
- Arterial routes should be unchanged.
- Lack of trust in the OCC to respect the results of any consultation.
- Previous objections being ignored.
- Poor implementation in neighbouring towns.
- Boundary with other towns meaning that roads will have a changing speed limit (such as Wantage Road).
- Blanket speed limit is discriminatory.
- Some residents HAVE to commute via a car, as local services are inadequate.
- Poor condition of the roads, nuisance parking and low visibility are bigger causes of crashes.
- Lack of enforcement.
- Cost of the scheme.

One member of the public spoke in support of the scheme. Their main points were:

- Didcot is only 2 miles wide, meaning that a maximum delay with the reduced speed limit will be 1 minute.
- Virtually all Didcot roads are residential, or commuter roads.
- OCC can evaluate which roads can be retained at 30 mph.

One member of the public spoke regarding item 4 - *To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112*, with the following points:

- The finance budgets were concerning, such as the high cost of emergency repairs for the Civic Hall roof and the high loans for the Edmonds Park Pavilion.
- Lack of explanation as to why some Environment and Climate Committee progress items are on amber status.
- Lack of mention of the SODC “adopt a tree scheme” on the Environment and Climate Committee minutes.

The member of the public also praised the recommendation to create a new apprenticeship position in the Outdoor Team, and queried whether such positions should also be made available within the Office team.

Standing Orders were reinstated.

It was proposed by Cllr A Jones, seconded by Cllr D Roaune, and **RESOLVED** to bring item 8i) forward in the agenda.

All members agreed.

41. To consider two motions:

i) To approve a recommendation from the Planning & Development Committee to introduce a blanket 20mph speed limit throughout Didcot

Cllr D Rouane presented the motion and explained that it was proposed on the grounds of safety. Cllr D Rouane also explained that while the number of fatalities is low, as per the Oxfordshire County Council's "Vision Zero", no fatalities were acceptable. The map also excluded some unreported incidents or near misses.

Cllr D Rouane further explained that the OCC officers stated that having multiple different speed zones could cause a distraction to the driver. The motion excluded roads which were above 30 mph.

Cllr D Rouane stated that OCC oversee the fire services and that they would be a part of the consultation process. OCC also stated that the reduction in speed limit would reduce the number of car accidents, meaning that fewer callouts would be necessary.

Cllr D Rouane explained that there is a difference between a referendum and a consultation, and that the consultations include reasons for support or objections.

The motion was proposed by Cllr D Rouane, seconded by Cllr T Worgan.

Cllr G Ryall moved an amendment to the motion, stating that some roads should be excluded from the blanket approach, citing issues such as busses, pollution caused by slower moving vehicles, and the impact on traffic throughout the area. The following roads would be excluded from the speed limit reduction:

A4130, including Abingdon Road and Hadden Hill, B4493 between its junctions with the A4130 and Foxhall Road, the short stretch of Broadway between Jubilee Way and the A4130, Foxhall Road between its junctions with Park Road and Station Road, Jubilee Way, Park Road, Wantage Road.

The amendment was proposed by Cllr G Ryall and seconded by Cllr N Hards.

Cllr M Khan stated that he supported the amendment, and while he understood the necessities of reducing the speed limits on the grounds of safety, especially around schools, he did not agree that all roads should be reduced. A balance between safety and keeping the town moving must be achieved.

Cllr D Rouane stated that he did not accept the amendment and explained that some of the roads requested in the amendment were already excluded.

Cllr D Rouane explained why other areas would not be suitable to retain a 30 mph limit.

Cllr C Jennings stated that the town is expanding, and therefore a blanket approach is necessary.

Cllr N Hards explained that he is opposed to a blanket approach, as it could potentially cause more people to “tailgate” and could encourage people to go faster on some roads. Cllr N Hards further stated that the amendment is consistent with the debates which occurred in a previous Committee meeting, and that it is not advised to decrease the speed on the roads which did not need it, such as Jubilee Way.

Cllr G Ryall requested that the vote on the amendment be recorded.

Councillor Name	For	Against	Abstain
D Aragao		X	
J Broadbent	X		
S Cole		X	
O Glover	-	-	-
N Hards	X		
L Hislop	X		
A Hudson	-	-	-
C Jennings (L)		X	
A Jones (DM)		X	
M Khan	X		
J Loder		X	
A Macdonald (M)	-	-	-
D Macdonald	X		
H Macdonald	-	-	-
Z Mohammed	-	-	-
K Morrison (DL)		X	
S Nohre			X
G Roberts		X	
D Rouane		X	
G Ryall	X		
T Worgan		X	

Votes **IN FAVOUR**: 6, votes **AGAINST**: 9, **ABSTENTIONS**: 1, the amendment **FAILS**.

Cllr S Cole stated that out of the reports that he had read, most of them were in favour of the 20 mph limits. He further stated that in Oxfordshire, there was a yearly average of 49 fatalities and 432 serious injuries. The estimated annual cost of these accidents is estimated at £130 million.

Cllr M Khan expressed his disappointment with the lack of support for the amendment and reiterated that the residents are against a blanket nature of the reduction in the speed limits.

Cllr D Rouane explained that there would be no cost to Didcot Town Council to implement the reduction in speed limits. He also explained that the A4130, including Abingdon Road and Hadden Hill, and the B4493 between its junctions with the A4130 and Foxhall Road would be excluded from the motion.

Votes **IN FAVOUR**: 10, votes **AGAINST**: 6, the motion **PASSES**.

The agenda resumed in order.

42. To receive declarations of interests

There were no declarations.

It was proposed by Cllr M Khan to **extend** the allocated meeting time by 30 minutes.

All members agreed.

43. To approve and adopt the minutes of the Council Meeting held on 26th June 2023 and the Extra Ordinary Council meeting held on 7th August 2023 to include questions on the minutes as to the progress of any item

Cllr M Khan queried a clerical error on page 3.3 of the Extra Ordinary Council meeting. The voting for the motion on the HIF response should have been unanimous.

It was **RESOLVED** to **approve** and adopt the minutes of the Council Meeting held on 26th of June 2023 and the Extra Ordinary Council meeting held on 7th of August 2023, subject to the correction.

All members agreed.

44. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 98 to 112

It was proposed by Cllr M Khan to **approve** all the minutes of the Committees together and go through the individual recommendations separately.

All members agreed.

(a) Planning and Development Committee

Meetings were held on 21st June 2023; 12th July 2023; 2nd August 2023 and 23rd August 2023.

NB: The Recommendation on the motion for 20mph throughout Didcot was a separate agenda item

(b) Finance and General Purposes Committee

Meetings were held on 24th July 2023 and 21st August 2023.

(i) Recommendations to Council:

Minute 39 – To note the emergency repair of the Civic Hall roof with Hawkins Roofing Ltd at a cost of £22,651.30 + VAT. It was RESOLVED to approve and note this emergency repair.

Minute 42 – To vire the EMR 327 Building Projects Fund to EMR 329 Election Fund to make a total of £35,596 towards election fees. It was RESOLVED to approve this virement in order to pay for the local elections.

Minute 57 - To note the draw down of the remaining loan of £2.4m from PWLB to complete the building of the Edmonds Park Community & Sports Pavilion. It was RESOLVED to approve the draw down of the remaining loan and invest whilst the building was progressing. All members agreed.

(c) Environment & Climate Committee held on 10th July 2023.

The Council noted that no recommendations were made.

(d) Personnel and Administration Committee held on 31st July 2023.

(i) Recommendations to Council

Minute 19 – To adopt the Alcohol & Substance Policy
It was RESOLVED to approve the policy.

Minute 21 – To approve the appointment of a candidate to complete the Level 2 Horticultural Operative Apprenticeship course with Abingdon & Witney College
It was RESOLVED to approve recruitment for a suitable apprentice. All members agreed.

Minute 22 – To adopt the Needles, Sticks and Sharps Policy
It was RESOLVED to approve the policy.

Minute 23 – To adopt the Equality & Diversity Policy
It was RESOLVED to approve the policy.

Minute 24 – To adopt the Health & Safety Policy
It was RESOLVED to approve the Policy.

(e) Property & Facilities Committee held on 26th July 2023.

The Council noted that no recommendations were made.

45. To receive the Mayor’s report – 27th June 2023 – 25th August 2023

The Council noted the Mayor’s report and Deputy Mayor’s report.

46. To agree “Expressions of Interest” to install EV chargers in DTC properties in Didcot

Cllr M Khan spoke in support of the EV chargers in the DTC properties.

It was **RESOLVED** to **approve** the expressions of interest and send off to OCC.
All members agreed.

47. To confirm the membership of Standing Committees for Cllr S Nohre

Cllr C Jennings would step down from the Planning and Development Committee to make space for Cllr S Nohre to serve as the new Committee member.

All members agreed.

48. To consider the second motion:

ii) To consider the email from a Didcot resident regarding the postal service in Didcot

Cllr M Khan stated that the presented motion was not of the adequate quality, structure, or format, with no questions being asked or any expectations for the Council. Cllr M Khan recommended that the motion should be withdrawn and amended for a future meeting.

Cllr C Jennings withdrew the motion.

49. To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the leader on how such communications should be dealt with.

There were no communications.

50. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board

The Leader has requested a regular up-date with the DGT Officers to enable him to report back.

51. Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.

Q. Would the Leader support the continuation of financial aid to the Food Bank should it be requested from them? (Cllr S Nohre)

Cllr C Jennings explained that any application for funding or a grant from the Food Bank would be considered at a F&GP Committee meeting.

Q. What are the leader's views regarding the recent SODC meeting regarding the HIF1 scheme, and can the leader explain why the group supported the scheme strongly at Town level, but not at District level? (Cllr M Khan)

Cllr C Jennings explained that he was not a member of the group which voted on the motion at District level and could not give an accurate answer.

The meeting closed at 9.54pm.

Signed:

(Mayor)

Date:

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 23rd August 2023 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr S Nohre
Cllr S Cole
Cllr L Hislop
Cllr A Hudson
Cllr N Hards

Officers:

A Guzinski (Planning and Allotments Officer [minutes])

Public:

2 members of the public attended.

99. To receive apologies

Apologies were received from Cllr H Macdonald.

No other apologies were received.

100. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

No interests were declared.

101. To approve the draft minutes of the meeting held on 23rd August 2023

It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting and note them as such.

All members agreed.

102. Questions on the minutes as to the progress of any item

There were no questions on the minutes.

Public Participation

The Chair suspended Standing Orders to allow the members of the public to address the Committee.

One member of the public and one representative from Cala Homes had registered to speak.

The Cala Homes representative spoke about agenda item 9(h) – *Planning Application P23/S2883/RM, Cala Homes Phase 6 Wellington Down Land at North East Didcot.*

The representative gave a brief outline of the Reserved Matters application and updated the Committee on the ongoing and proposed works on the development, stating that other Reserved Matters were previously approved, and that a revised housing mix plan was being developed. The representative also stated that the site had received letters of interest from local housing associations.

Cllr D Rouane enquired about the layout and proximity of the affordable housing arrangements, as the houses marked for affordable housing were located in one area of the development rather than being spread out.

The representative explained that it was based on an agreement with a housing association, as they had requested that the houses be located within one area so that it would be easier to manage and maintain.

Cllr D Rouane explained that this is contrary to the District Council's guidance to spread out the affordable housing throughout the site.

Cllr N Hards questioned why the affordable housing area is located far away from the main roads and other developments.

The representative explained that the next development phase will be built close to the current phase and create additional housing and walkways. The representative also outlined the proposed pathways and roads which will better link up the houses to other infrastructure.

Cllr L Hislop queried the low carbon construction strategy.

The representative explained that the building regulations were changed since the other parcels were developed, and that the developers have a sustainability commitment, and a Carbon Neutral 2030 goal.

The Chair thanked the speaker and invited the member of the public to speak.

The member of the public spoke in regard to agenda items 9(b) and 9(h).

The member of the public stated that application 9(h) lacked the inclusion of health facilities, and the phasing of the site is poor, as the facilities will not be built in time to accommodate the residents. The area is also secluded from the main part of the town. The development could also increase traffic on a usually quiet road.

The member of the public then spoke about application 9(b), stating that the health facility would take between 5-10 years to be built, which will be out of phase with the rest of the developments in the town. The member of the public also spoke regarding the proposed roundabouts within the development, stating that they could generate traffic issues if both roundabouts are developed concurrently.

The Chair thanked the speaker and reinstated Standing Orders.

The Chair proposed that agenda item 9(h) be moved forward to better accommodate the representative. All members agreed.

103. To consider as listed: Planning Applications

9h)	Application	P23/S2883/RM	Cala Homes Phase 6 Willington Down Land at North East Didcot
	Proposal	Reserved Matters following Outline Approval P15/S2902/O for the appearance, landscaping, layout and scale of a development comprising 179 dwellings together with associated landscaping and infrastructure. (Outline planning application with details of the means of access only to be considered for a new and integrated neighbourhood to the northeast of Didcot of up to 1880 homes (with up to 40% being Affordable Housing) and comprising: (i) two new primary schools; (ii) a new secondary school; (iii) a new leisure/sports facility and sports pitches, including a pavillion; (iv) a neighbourhood centre comprising: a 1500 sqm Class A1 (shop) use; up to 5 units, each up to 200 sqm, of small flexible units within Classes A1, A2, A3, A4 or A5; a Class A4 or A3 or mixed use Public House/restaurant; a Class C1 hotel; and a Class D1 non-residential institutional use (for example a creche or childrens day nursery); (v) a new community hall; (vi) a Class C3 residential Extra Care Housing facility; (vii) new areas of green infrastructure including amenity green space, allotments and children's play areas; and (viii) a comprehensive suite of other supporting town-wide and site-specific associated infrastructure)	
	Response date	20 th September 2023	

	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 251859) All members agreed.
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104. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received.

It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and **RESOLVED** to draft and send a letter to the Secretary of State and the Planning Inspectorate to emphasise the Council's support for the HIF 1 Scheme, and outline its importance.

Votes IN FAVOUR: 5, votes. AGAINST: 1 vote. The proposal **PASSES**.

Cllr L Hislop agreed to represent Didcot Town Council at the South Oxfordshire District Council's Planning Committee meeting regarding planning application P23/S1226/FUL. All members agreed.

105. To note the erection of a community centre to be known as North Brook Community Centre

The Committee noted the erection of a community centre.

106. To note the conversion of a part of first floor of remaining commercial property to 1 residential flat

The Committee noted the conversion of a part of first floor of remaining commercial property to 1 residential flat.

107. Applications for certificates of Lawful Development and Information only

The Committee noted that no certificates were received.

108. To consider as listed: Planning Applications

9a)	Application	P23/S2533/HH	9 Edwin Road Didcot OX11 8LG
	Proposal	Proposed single storey rear extension and relocation of single storey garage.	
	Response date	14 th September 2023 (extended from 9 th September 2023)	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 251852) All members agreed.	

9b)	Application	P22/V0604/RM	Phase 1a Valley Park Land to the West of Great Western Park
	Amendment	No. 2 - dated 17th August 2023	
	Proposal	Reserved matters application for access, appearance, landscaping, layout and scale following consent granted under reference P14/V2873/O relating solely to Phase 1a of the overall allocation regarding infrastructure elements to enable works for Phase 1 and 2. An EIA was submitted as part of the approved outline permission (as amended 28 April 2023 and 17 August 2023).	
	DTC's previous response	No objections	
	Response date	14 th September 2023 (extended from 8th September 2023)	
	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to suggest that the silver birch trees be located away from residential areas, as they produce a large quantity of pollen, which could cause allergic reactions. The Committee also noted the non-native flowers in the Northern Hamlet LEAP planting arrangement.</p> <p>The Committee would also like to query if the entirety of the development is located in flood zone 1.</p> <p>The Committee also had some concerns regarding access and congestions during the construction, regarding the works on the two roundabouts, and would like to point out that extra care should be taken to allow adequate access to the A34.</p> <p>The Committee would also like to ask about the access onto the site at the junction with the A4130. The Committee would like to know if the access will include a set of traffic lights. (Ref: 251853) All members agreed.</p>	
9c)	Application	P23/S2790/HH	14 Barnes Road Didcot OX11 8JL
	Proposal	Proposed ground floor rear extension	
	Response date	14 th September 2023 (extended from 12th September 2023)	
	Agreed response	<p>It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 251854) All members agreed.</p>	
9d)	Application	P23/S2801/HH	14 Orwell Drive Didcot OX11 7RY
	Proposal	Single storey extension to the front of the existing attached garage.	
	Response date	15 th September 2023	
	Agreed response	<p>It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application.</p>	

		(Ref: 251855) All members agreed.	
9e)	Application	P23/S2809/HH	12 Teal Close Didcot OX11 6HU
	Proposal	Proposed porch and flank windows.	
	Response date	15 th September 2023	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 251856) All members agreed.	
9f)	Application	P22/S0491/O	Land at Station Road, Lydalls Road & Haydon Road Didcot OX11 7JR
	Amendment	No. 3 - dated 22nd August 2023	
	Proposal	Outline planning application (with all matters reserved except for access) for the demolition of existing structures and redevelopment for up to 144 dwellings, hard and soft landscaping, parking, and all associated engineering works. (As amended & amplified by documents received 12 December 2022, 16 May 2023 and 22 August 2023).	
	DTC's previous response	<p>Didcot Town Council's Planning and Development Committee would like to object to application P22/S0491/O for the following reasons:</p> <ul style="list-style-type: none"> • South Oxfordshire Local Plan The Committee noted that the development is contrary to STRAT 5 of the South Oxfordshire Local Plan as it does not fulfil "the need to minimise detrimental impacts on the amenity of future and/or adjoining occupiers." The amenity impacts include loss of sunlight and the downdraught effect on the wind caused by the height of the buildings. • Impact on the surrounding area The proposed development on the west of the site seems overbearing and unneighbourly. The design references to railway architecture are appropriate for a site near the station. However, the railway workers' housing on Station Road is more suitable as a reference than a Grade II listed engine shed, however historically significant. Block one's (north site) 7 storey height has also been noted as unnecessarily tall. Blocks six and seven on the east of the site are also not in keeping with the size, shape, and form of the new and existing dwellings. The Committee noted the change of height on small portion of each block, but have felt that this reduction is inadequate, and the overall height is still unnecessary. • Access The Committee were extremely concerned regarding the access to the site, especially from Lydalls Road. Lydalls Road is currently a one-way street which houses a Nursery School, and the road is already extremely busy during pick up and drop off times. Didcot Town Council Town Clerk Phone: 01235 812637 Council Offices, Britwell Road www.didcot.gov.uk Didcot E-mail: council@didcot.gov.uk Oxon OX16 7HN Members are concerned for the safety of the children during these times, especially as the pavements are inadequate. This is also in contrary to section 2v of STRAT 5 (see above). • Insufficient Parking The Committee noted that there is insufficient parking proposed for the development. Only a small percentage of residents will be able to park in allocated bays, which will mean an increase of vehicles battling for the small amount of on street parking in the immediate area. Didcot Town Council already receive 	

		<p>numerous complaints regarding parking issues in the immediate vicinity on a regular basis. The proposed development will exacerbate this and will be in contrary to section 2v of STRAT 5, as it will have a "...detrimental impact[s] on the amenity of future and/or adjoining occupiers." Despite statements in the application there is no evidence that the measures proposed will prevent indiscriminate parking. If the development is approved, we would like to see a condition imposed to restrict car ownership. The Committee noted that resident parking plans have been introduced in the area of Haydon Road and Lydalls Road, which exclude residents on the new development. The Committee would like to see a long-term plan on what measures will be used to restrict car ownership and prevent indiscriminate parking.</p> <ul style="list-style-type: none"> • Cycle storage <p>The Committee noted the lack of proposed cycle storage area within the development, which could be detrimental to the idea of a high-density, low-car development. The Committee would like to see inclusion of cycle storage on site to allow for the residents to safely store their bikes and encourage the use of bicycles to commute within the town.</p> <ul style="list-style-type: none"> • Drainage and water supply <p>The Committee noted that the area around Lydalls Road and Station Road is regularly liable to floods, as the drainage in the area is inadequate. The drainage looks to be leading towards the Ladygrove estate, which is already liable to flooding. More information regarding drainage would be beneficial to show what steps will be taken to resolve the drainage issues. The Committee also noted the comments made by Thames Water regarding the potable water, which currently would be available for only 51 dwellings out of the proposed 144. The Committee would like to know how the capacity will be increased for the remainder of the dwellings, and what impact it will have on the adjacent area.</p>
	Response date	14 th September 2023 (extended from 7 th September 2023)
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to continue the previous objections with an emphasis on parking provisions, height of the buildings, inadequate drainage, and lack of cycle storage infrastructure.</p> <p>All members agreed.</p>
9g)	Application	P23/S1689/HH 20 Meadow Way Didcot OX11 0AY
	Proposal	To extend dropped kerb at front of the property and create a hard surface between boundary and the highway by replacing grass verge.
	Response date	16 th September 2023
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to see a specification of the pavement to ensure that it complies with the sustainable urban drainage scheme standards. (Ref: 251864)</p> <p>All members agreed.</p>

9i)	Application	P23/S2597/HH	69 Lydalls Road Didcot Oxon OX11 7DT
	Proposal	To remove the existing conservatory and construct a rear single storey extension.	
	Response date	22 nd September 2023	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 251860) All members agreed.	
9j)	Application	P23/S2893/HH	80 Queensway Didcot OX11 8LU
	Proposal	Single storey rear extension.	
	Response date	22 nd September 2023	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 251861) All members agreed.	
9k)	Application	P23/S2875/HH	67 Warner Crescent Didcot OX11 8JY
	Proposal	First floor side extension.	
	Response date	22 nd September 2023	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 251862) All members agreed.	
9l)	Application	P23/S2913/HH	10 Richmere Road Didcot OX11 8HT
	Proposal	Two storey side extension and alterations	
	Response date	25 th September 2023	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 251863) All members agreed.	
9m)	Application	P23/S2872/A	11 The Body Shop Orchard Street Didcot OX11 7LG
	Proposal	Replacement shopfront signage of The Body Shop retail store.	
	Response date	27 th September 2023	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 251865) All members agreed.	

109. To comment on License Applications

Application	LAPREM/22459/23	To view application, use LAPREM/22459/23, or the key words: McDonald's Restaurants
Details	New Premises Licence Application - McDonald's Restaurants, Unit R04, The Orchard Centre 20 Station Road Didcot Oxfordshire OX11 7LL	
Response date	21 st September 2023	

Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to object to this application with the following comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to object to the opening hours listed on the application. The location of the premises will have an impact on traffic and on the local car park and residential buildings.</p> <p>The Committee would like to see a reduction in the listed opening hours to match the existing premises within the area.</p> <p>All members agreed.</p>	
Application	LAPREM/22150/23	To view application, use LAPREM/22150/23, or the key words: Vine Beverages
Details	New Premises License Application - Vine Beverages, 48 Wantage Rd, Didcot, OX11 0BT	
Response date	29 th September 2023	
Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application.</p> <p>All members agreed.</p>	

110. To note as listed: Planning Appeals.

The Committee noted that no appeals were received.

111. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P23/S2139/HH	Demolition of existing conservatory. Proposed single storey rear extension. Proposed single storey front extension. Conversion of garage into habitable accommodation. 3 Stort Close Didcot OX11 7UR
No objections	P23/S2165/HH	Single storey side/rear extension forming and porch following demolition of existing garage.

		124 Lydalls Road Didcot OX11 7EA
No objections	P23/S2039/HH	Single storey rear extension. 19 Wantage Road Didcot OX11 0BS
Didcot Town Council's Planning and Development Committee would like to continue their previous objections. Didcot Town Council s Planning and Development Committee would like to object to this application, based on inadequate parking provision and overdevelopment of the site. This development seems cramped and inappropriate.	P23/S1174/HH	Removal of existing conservatory and porch. Erection of two storey and single storey rear extensions. (As amended and clarified by amended plans received 21 July 2023). 81 Loyd Road Didcot OX11 8JP
Didcot Town Council s Planning and Development Committee would like to object to this application based on lack of parking provisions and overdevelopment. 2 parking spaces are not sufficient for a 7-bedroom dwelling. The new dwelling will also block the access to the garage.	P23/S1522/FUL	Extension and conversion of a dwellinghouse (classC3) to a 7-person House in Multiple Occupation (HMO) (Sui Generis). 60 Haydon Road Didcot OX11 7JR
No objections	P23/S2247/HH	Removal of a chimney stack and new roof window to be installed where chimney stack was located. Installation of a new white PVC window to front elevation at first floor level. 11 Warner Crescent Didcot OX11 8JY
No objections	P23/S2564/FUL	Extension of mezzanine floor to be used for sales and/or storage purposes (existing and proposed mezzanine areas) Unit 3 Orchard Centre Didcot OX11 7L

No objections	P23/V1024/FUL	Erection of 9 dwellinghouses and associated works and operations. (Amended plans and information received 29 June 2023 - include clarifications on proposed site plan, updates in response to OCC Highways comments, amendments to drainage scheme in response to drainage officer comments and the submission of Net Biodiversity Gain spreadsheet calculation. Amended plans and information received 3 August 2023 Highways and drainage.) Alma Barn Didcot Road Harwell Didcot OX11 6DN
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The Committee queried the approval of applications P23/S1522/FUL (60 Haydon Road Didcot OX11 7JR), and P23/S1174/HH (81 Loyd Road Didcot OX11 8JP).

The Planning and Allotments Officer explained that the application P23/S1522/FUL was won on appeal.

The Committee asked to draft a letter to South Oxfordshire District Council to enquire about the reasons for approval of application P23/S1174/HH.

112. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

113. To note as listed: Planning Applications withdrawn

The Committee noted the withdrawn applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
N/A	P23/S2251/LDP	Single storey rear extension. 18 Marjoram Way Didcot OX11 6HJ

114. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

The meeting closed at 21:01

Signed: _____

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee

Wednesday 4th October 2023 at 7:30pm
All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald
Cllr S Nohre
Cllr L Hislop
Cllr A Hudson
Cllr N Hards
Cllr A Jones

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

Cllr A Tinsley – District Councillor for Didcot North East
Mr R Rios – South Oxfordshire District Council Planning Policy Officer.

115. To receive apologies

Apologies were received from Cllr S Cole.

Cllr A Jones substituted for Cllr S Cole.

No other apologies were received.

116. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

Cllr A Jones declared an interest on agenda item 8c) – *Planning Application P23/S3014/A – W H Smith, 188 Broadway*, and would not participate in the discussions.

No other declarations were made.

117. To approve the draft minutes of the meeting held on 13th September 2023

It was proposed by Cllr A Hudson, seconded by Cllr L Hislop, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting and note them as such.

All members agreed.

118. Questions on the minutes as to the progress of any item

Cllr N Hards enquired regarding previous correspondence from minute 111 – Planning Applications Approved, *Planning Application P23/S1174/HH – 81 Loyd Road, Didcot*, and asked the Planning and Estate Officer to send out a follow-up letter to enquire about the criteria for a planning application to be referred to the South Oxfordshire District Council’s Planning Committee.

No other questions were raised.

Cllr D Rouane proposed that agenda item 14) *to receive information regarding a Neighbourhood Plan from the Neighbourhood Planning Team* be moved forward to allow for the public participation. All members agreed.

119. To receive information regarding a Neighbourhood Plan from the Neighbourhood Planning Team

Public Participation

The Chair suspended Standing Orders to allow the members of the public to address the Committee.

Mr R Rios introduced himself to the Committee and gave a brief history of his background in the Planning Policy Team and with Neighbourhood Planning.

Mr R Rios gave a brief explanation of the Neighbourhood Plans and what they entail and opened the discussion to the Committee to allow for any questions.

Cllr H Macdonald enquired about the powers of the Neighbourhood Plan to help reduce the traffic caused by new developments in Didcot.

Mr R Rios explained that the Neighbourhood Plan would have some influence on traffic, but it would be very limited, as the County Council is the highways authority.

Cllr N Hards asked about the definition of the word “Neighbourhood”, and what sort of area would it cover.

Mr R Rios explained that the definition is flexible, and the plan can include different options, with distinct policies for each area of the town. There would be an additional cost should more than 1 plan be created, but one plan can cover all areas.

Cllr A Jones enquired if a separate referendum would be necessary if a policy was omitted from the original plan and added at a later date due to the size of the area.

Mr R Rios answered that each area could have its distinctive coding/policies, which could be cross referenced at a later date. Any changes can be addressed by a review of the plan, with different possible pathways, not all of which require a referendum.

Cllr S Nohre asked how long a Neighbourhood Plan will take to produce, and who would be responsible for its creation.

Mr R Rios explained that this will vary a lot, but majority of neighbourhood plans are neighbourhood led, where the Town Council invites a volunteer “steering group” and supports them throughout the project. The Town Council will also provide the group with Councillor support. Plans can take between 6-18 months to produce, depending on the size and scope of the plan.

Cllr L Hislop asked about the requirements for groups such as Neighbourhood Associations to create a Neighbourhood Plan.

Mr R Rios explained that the groups can initiate the project and would have the same rights as other communities, but the Town Council would have to decide whether they will accept and support the project.

Cllr A Hudson enquired about the term “neighbourhood”, and how far does it extend.

Mr R Rios explained that the plans usually follow the Civic Boundaries, but if both parishes agree on the plan, it can be extended to cover areas of the neighbouring parishes/districts.

Cllr L Hislop asked if this would also apply to the Great Western Park development, which currently crossed the parish and district boundaries.

Mr R Rios explained that it would need continuous support from the neighbouring parish, otherwise the plan will only cover the part of the development located within Didcot.

Cllr H Macdonald asked about what the next steps would be.

Mr R Rios explained that once the Town Council agree that they wish to carry out a Neighbourhood Plan, they will have access to Government funding to help cover for the costs. The Council will have to identify all areas which the plan will cover.

Cllr D Rouane enquired about the costs.

Mr R Rios explained that this varies, with the average for a small plan being £20,000 per plan, out of which up to £18,000 can be covered by Government funding, with a minimum of £10,000. The cost can also be much higher, with some plans costing up to £100,000.

Cllr D Rouane enquired about the Didcot Garden Town Project and how this will affect the potential Neighbourhood Plan.

Mr R Rios explained that the Neighbourhood Plan could be used to improve some of the areas which the Garden Town Project has set out.

Cllr A Jones enquired about the design guides available for the Council.

Mr R Rios explained that there are design codes and guides available for use, and that the Government will assign a writer to help with the creation of various policies.

The Committee thanked the speaker and resumed Standing Orders.

Cllr D Rouane passed the Chair to Cllr H Macdonald.

120. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received.

Cllr D Rouane stated that he will investigate whether he will be available to attend the SODC meeting on the 19th of October 2023 (item 5c). The Planning and Estate Officer will send a follow up email to confirm.

**121. To note the erection of 1 new residential dwelling to be known as:
Britwell Lodge**

The Committee noted the erection of a new residential dwelling.

122. Applications for certificates of Lawful Development and Information only

The Committee noted that no certificates were received.

123. To consider as listed: Planning Applications

8a)	Application	P23/S2643/FUL	Didcot Enterprise Centre Unit C16 Conference Room Hawksworth Didcot OX11 7PH
	Proposal	Change of use of Unit C16 to a taxi base.	
	Response date	6 th October 2023 (extended from 2 nd October 2023)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 252754) All members agreed.	
8b)	Application	P23/S2292/A	1 Aster Close Didcot OX11 6FR
	Amendment	No. 1 - dated 25th August 2023	
	Proposal	1 x non-illuminated hoarding sign (as amended by drwgn0 PE001A to reduce the size of the sign and alter its position received on 25/08/23).	
	DTC's previous response	Didcot Town Council's Planning and Development Committee would like to object to this application. The advertisement sign will not be in keeping with the area and could distract motorists travelling through the area.	
	Response date	5 th October 2023 (extended from 21 st September 2023)	
	Agreed response	It was proposed by Cllr L Hislop, seconded by Cllr A Jones, and RESOLVED to continue the previous objections . (Ref: 252706) All members agreed.	
8c)	Application	P23/S3014/A	W H Smith 188 Broadway Didcot OX11 8RN
	Proposal	Internally illuminated projecting sign, internally illuminated fascia sign and services menu window graphic.	
	Response date	6 th October 2023 (extended from 2 nd October 2023)	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Nohre, and RESOLVED to submit no objections to this application. (Ref: 252755) All members agreed.	
8d)	Application	P23/S2412/FUL	42 Usk Way Didcot OX11 7SQ
	Amendment	No. 1 - dated 18th September 2023	
	Proposal	Erection of wrap around double storey extension, alterations to the perimeter fence, and erection of timber shed of 2.5m height at the front. (Amended application form received 15 September 2023).	

	DTC's previous response	No objections.	
	Response date	5 th October 2023 (extended from 21 st September 2023)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Jones, and RESOLVED to submit no objections to this application. (Ref: 252707) All members agreed.	
8e)	Application	P23/S2976/HH	24 Bowmont Water Didcot OX11 7GE
	Proposal	Conversion of existing garage into a living space to be used as a home office. Garage door to be replaced by a wall with a window.	
	Response date	12 th October 2023	
	Agreed response	It was proposed by Cllr S Nohre, seconded by Cllr L Hislop, and RESOLVED to submit no objections to this application. (Ref: 252757) All members agreed.	
8f)	Application	P23/S3159/HH	117 Lydalls Road Didcot OX11 7EA
	Proposal	Replacement roof to porch, replacement gutter and downpipe to house, replacement windows to house, stripping out external render to restore original brickwork. Demolition of existing garage, new garden outbuilding in the rear garden.	
	Response date	13 th October 2023	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 252758) All members agreed.	
8g)	Application	P23/S3110/HH	18 Marjoram Way Didcot OX11 6HJ
	Proposal	Single storey rear extension.	
	Response date	18 th October 2023	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr A Jones, and RESOLVED to submit no objections to this application. (Ref: 252759) All members agreed.	
8h)	Application	P23/S2249/HH	30 Rawthey Avenue Didcot OX11 7XN
	Proposal	To build an outhouse/large shed.	
	Response date	19 th October 2023	
	Agreed response	It was proposed by Cllr S Nohre, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 252760) All members agreed.	

124. To note as listed: Planning Appeals.

The Committee noted that no appeals were received.

125. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P23/S2255/A	3 x illuminated fascia signs, 2 x non-illuminated fascia signs. Pets at Home Hadden Hill Retail Park Didcot OX11 9BF
No objections	P23/S1699/HH	Erection of a ground floor extension, garage extension and first floor extension above the existing garage (as amended by plans received on 11 August and as amended by plan PLO2A showing 2 off street parking spaces. as amended by plan PL02B to show amended parking arrangement). 61 Westwater Way Didcot OX11 7SR
No objections	P23/S2515/HH	New front porch and loft conversion to include internal changes and three skylight windows. 40 Haydon Road Didcot OX11 7JF
No objections	P23/S2589/HH	Single storey rear and side extension. 24 Edwin Road Didcot OX11 8LE
No objections with comments: The Committee noted the holding objection from the Senior Flood Risk Engineer. They also noted that the affordable housing seems to be located together, which is unusual and wondered if this is due to the application being part of a larger development. The Committee were concerned to see that the application plans involve the removal of two mature Oak Trees with Tree	P22/S2401/RM	Reserved Matters Application relating to P15/S2902/O in respect of 40 dwellings including affordable and private housing, car parking, open space, landscaping, and associated work. (As amended by drawings received 21 February 2023 and 8 June 2023, 5 July and 21 July 2023). Willowbrook Park Phase 3B Land to the north east of Didcot

Protection Orders and would like the orders to be adhered to.		
No objections	P23/S2715/HH	Construct ground floor side extension to enlarge existing kitchen and provide utility room and WC. 19 Meadow Way Didcot OX11 0AU
No objections	P23/S2594/HH	Installation of a heat pump in the rear garden of the property. 6 Lincoln Gardens Didcot OX11 8UF
No objections	P23/S2225/HH	Demolition of garage and erection of a new porch, ground floor rear extension and two storey side extension. 12 Garth Road Didcot OX11 7JG
No objections	P23/S2533/HH	Erection of single storey rear extension and replacement of single storey garage. 9 Edwin Road Didcot OX11 8LG
No objections	P23/S2790/HH	Erection of ground floor rear extension. 14 Barnes Road Didcot OX11 8JL
No objections	P23/S2809/HH	Proposed porch and flank windows. 12 Teal Close Didcot OX11 6HU
No objections	P23/S2801/HH	Single storey extension to the front of the existing attached garage. 14 Orwell Drive Didcot OX11 7RY
Didcot Town Council s Planning and Development Committee would like to see a specification of the pavement to ensure that it complies with the sustainable urban drainage scheme standards.	P23/S1689/HH	To extend dropped kerb at front of the property and create a hard surface between boundary and the highway by replacing grass verge. 20 Meadow Way Didcot OX11 0AY

The Committee queried the approval of applications P23/S1522/FUL (60 Haydon Road Didcot OX11 7JR), and P23/S1174/HH (81 Loyd Road Didcot OX11 8JP).

The Planning and Allotments Officer explained that the application P23/S1522/FUL was won on appeal.

The Committee asked to draft a letter to South Oxfordshire District Council to enquire about the reasons for approval of application P23/S1174/HH.

126. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

127. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

128. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

The meeting closed at 20:35

Signed: _____

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee Wednesday 25th October 2023 at 7:30pm All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr L Hislop
Cllr A Hudson
Cllr N Hards
Cllr S Cole
Cllr A Jones

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

Cllr A Tinsley – District Councillor for Didcot North East

129. To receive apologies

Apologies were received from Cllr H Macdonald.

Cllr A Jones substituted for Cllr H Macdonald.

No other apologies were received.

Cllr S Nohre was absent.

130. To receive declarations of interest

Members should declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct

Cllr L Hislop declared an interest on agenda item 8b) – *Planning Application P23/S3275/HH - 73 Oxford Crescent Didcot OX11 7AL* and would not participate in the discussion.

No other declarations were made.

131. To approve the draft minutes of the meeting held on 4th October 2023

It was proposed by Cllr A Hudson, seconded by Cllr N Hards, and **RESOLVED** to approve the minutes as a true and accurate record of the meeting and note them as such.

All members agreed.

132. Questions on the minutes as to the progress of any item

Cllr D Rouane gave a brief summary of the license application *McDonalds, unit 04 the Orchard Centre, Didcot*.

Cllr A Jones gave an update on the license application hearing for *McDonalds, unit 04 the Orchard Centre, Didcot*, and stated that the license was **GRANTED**, but with the hours only extended to midnight.

There were no other questions on the minutes.

133. To note as listed: correspondence received regarding planning matters

The Committee noted the correspondence received.

Cllr D Rouane asked for the Planning and Estate Officer to read out the correspondence for item 5d) - *To inform DTC about the circumstances in which a planning application will be referred to the SODC planning committee meeting*.

The Planning and Estate Officer read out the statement and gave a brief explanation of the circumstances.

Cllr D Rouane asked about agenda item 5e) - *To ask the Committee for feedback on the pre-planning proposal for the upgrade of the GPS module at Wantage Road*.

The Planning and Estate Officer explained that the correspondence was a pre-application query, and has been circulated to the Committee before, with no objections presented, other than a comment regarding the possible traffic restrictions.

The Committee had no objections to the revised plans presented.

134. To note the erection of 40 new residential dwellings to be named and numbered.

The Committee noted the erection of 40 new residential dwellings.

135. Applications for certificates of Lawful Development and Information only

The Committee noted the below listed applications for certificates of lawful development.

7a)	Application	P23/S3475/LDP	Unit 48 Orchard Centre Didcot OX11 7LG
	Proposal	Confirmation of the proposed use as a solarium (tanning salon)	

136. To consider as listed: Planning Applications

8a)	Application	P23/S3270/S73	Down Farm Didcot OX11 6DJ
	Proposal	Variation of condition 2 (approved plans) on application P22/S1415/FUL for the change of description - to permit the phasing of the development and the substitution of drawing numbers referenced within the condition (Demolition of maintenance shed and open fronted storage shed, conversion of curtilage listed buildings to create 1 residential dwelling and the erection of 7 dwellings with associated access).	
	Response date	26 th October 2023 (Extended from: 20 th October 2023)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application, with the following comments : The Committee has no objections to this application, but it wishes to see the enforcement of the condition that plots 4,5,6,7 and 8 will be self-built. (Ref no: 253651) All members agreed.	
Cllr L Hislop left the meeting at 19:45			
8b)	Application	P23/S3275/HH	73 Oxford Crescent Didcot OX11 7AL
	Proposal	Single storey rear extension.	
	Response date	26 th October 2023 (Extended from: 20 th October 2023)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref no: 253650) All members agreed.	
Cllr L Hislop rejoined the discussion at 19:47			
8c)	Application	P23/S1794/FUL	Land to the north of the A4130 Didcot
	Amendment	No. 3 - dated 17th October 2023	
	Proposal	Development of a neighbourhood centre to comprise a convenience retail store and additional commercial, business and service floorspace (Use Class E); coffee shop with drive-thru facility (Use Class E(a)); day nursery (Use Class E(f)); 169 residential flats (Use Class C); together with car parking, public realm and structured landscaping and the creation of an access road and associated works. (As amended by information received 14 June, 30 August and 16 October 2023.)	

<p>DTC's previous response</p>	<p>Didcot Town Council's Planning and Development Committee would like to object to this application with the following comments: The Committee noted that the development is not in keeping with the remainder of the town and out of character. The proximity to the nearby Science Parks of Culham, Harwell and Milton Park would also negatively affect the traffic at peak times. Unit B (drive-through cafe) also needs to be reconsidered, as it was noted that the current layout has poor access and has a detrimental impact on traffic, both to the proposed nursery and to the already congested road and roundabout located nearby. Unit E (Buy to Rent Accommodation) was noted as professional, high quality private rental sector in the pre-application advice, however the Committee do not believe that the proposed accommodation unit matched the description given by the developer. The design of the buildings is not in keeping with the area and does not look to be of high quality. The Committee does not believe that the blocks make a positive statement as claimed in the design statements. The Committee also noted the poor provision of sustainable energy and environmental considerations, as the current statement only shows a small number of solar panels installed if necessary. The Committee would like to see the inclusion of more sustainable solutions throughout the development. The Committee noted the development's proximity to Moore Ditch, and other potential drainage issues throughout the development, such as the inclusion of a swale marked as 3 metres deep. The Committee does not believe that the currently present swale is of the marked depth, and the Committee would wish to see the comments made by the drainage officer. The Committee also noted the lack of access to the bin stores, as the current application plans do not show an easy route or a bay for a bin lorry to carry out the collection safely and conveniently without impacting the car park or the pathways throughout the development.</p>
<p>Response date</p>	<p>1st November 2023</p>
<p>Agreed response</p>	<p>It was proposed by Cllr N Hards, seconded by Cllr A Jones, and RESOLVED to continue the previous objections with additional comments:</p> <p>Didcot Town Council's Planning and Development Committee would like to continue their previous objections, with further comments. The Committee believe that this is not an appropriate location for this development, and that the buildings are still not of high quality or "beautiful". The Committee also has concerns regarding the reliance on drainage pumps. The development is also located at the edge of the town and will lack amenities in close proximity. (Ref: 253714) All members agreed.</p>

137. To note as listed: Planning Appeals.

The Committee noted that no appeals were received.

138. To note as listed: Planning Applications approved.

The Committee noted the approved applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections.	P23/S2663/HH	Demolition of conservatory and erection of a new ground floor side and rear extension. 27 Brasenose Road Didcot Oxfordshire OX11 7BL
No objections.	P23/S1500/S73	Variation of conditions 2 (Approved Plans), 3 (Surface Water Drainage) & 4 (Tree Protection) on application reference number P22/S4152/FUL (Erection of chalet-style dwelling) - to make changes to external wall and roof materials and for Drainage scheme and Arboricultural method statement to be approved. (As clarified by additional drainage information and arboricultural method statement accompanying Agent's email received on 5 July 2023 and further clarified by drainage information submitted on 8 September 2023). 5 Lydalls Close Didcot OX11 7LD
No objections.	P23/S2597/HH	To remove the existing conservatory and construct a rear single storey extension. 69 Lydalls Road Didcot Oxon OX11 7DT
No objections.	P23/S2893/HH	Single storey rear extension. 80 Queensway Didcot OX11 8LU
No objections.	P23/S2245/HH	Proposed ground floor rear extension. 6 Wessex Road Didcot OX11 8BT
Didcot Town Council's Planning and Development Committee would like to object to this application on the grounds of highway safety and parking, as	P23/S1226/FUL	Erection of a three-bedroom detached dwelling with parking space. Land Adjacent to 55 Broadway Didcot OX11 8AJ

under the current planning application, cars would have to reverse onto or from the main road, across a public pathway. The current plans do not allow for a vehicle to manoeuvre within the property boundary.		
Didcot Town Council's Planning and Development Committee has no objections to this application; however, the Committee would like to point out that should the proposed building lack insulation, the water supply to the building should be insulated.	P23/S1919/FUL	Proposed development of the existing sidings and storage space at Didcot Railway Centre to provide a replica 1930's Goods Depot with exhibition space, to be designed to fit in with the character of the site and give an authentic feel of a historic goods depot. Didcot Railway Centre Station Road Didcot OX11 7NJ
No objections.	P23/S2412/FUL	Erection of wrap around double storey extension, alterations to the perimeter fence, and erection of timber shed of 2.5m height at the front. (Amended application form received 15 September 2023). 42 Usk Way Didcot OX11 7SQ
No objections.	P23/S2643/FUL	Change of use of Unit C16 to a taxi base. Didcot Enterprise Centre Unit C16 Conference Room Hawksworth Didcot OX11 7PH

139. To note as listed: Planning Applications refused

The Committee noted the refused applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
Didcot Town Council's Planning and Development Committee would like to object to this application based on the comments	P23/S2623/FUL	A hand-operated carwash and car sales lot on a vacant site. Land at 60-68 Broadway Didcot OX11 8AE

made by the Local Highway Authority.		
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140. To note as listed: Planning Applications withdrawn

The Committee noted the withdrawn applications as listed:

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
Didcot Town Council's Planning and Development Committee would like to object on the grounds of overdevelopment, being unneighbourly, and potentially blocking an access/way leave path on the application boundary. The Committee would like to enquire whether the land on the boundary is an official right of way path.	P23/S0772/FUL	Proposed 2 bed new dwelling. 5 Yare Close Didcot OX11 7QB

141. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

142. To discuss the findings from the previous meeting regarding the Neighbourhood Plan

Cllr D Rouane gave a brief recap of the previous meeting, where a member of the South Oxfordshire District Council's Planning team gave some insight and information regarding the Neighbourhood Planning process and benefits.

The Planning and Estate Officer followed up with a brief statement regarding the fact that most land within the Didcot Parish is already developed or had approved development. The SODC Officer replied to this query by stating that policies can still be drafted and made available for when the site is redeveloped, or for any future updates to the site.

Cllr D Rouane answered, stating that there are patches of land which are not approved for development, and that the land ownership is irrelevant when it comes to creating a Neighbourhood Plan.

Cllr A Hudson stated that the Neighbourhood Plan is unnecessary, as Didcot is currently covered by the Garden Town project, and that it will put too much strain on the Councillors and the Officers in terms of commitment and time and will incur unnecessary costs to the Council.

Cllr A Jones enquired if a smaller plan for the relevant patches of land can be developed for a reduced cost.

Cllr N Hards responded that the costs would not reduce, and while there is some undeveloped land, the Neighbourhood Plan is not necessary.

It was decided by the Committee that a recommendation should be made to the Full Council to **not pursue** the Neighbourhood Plan, due to high costs for minimal benefits, and that it would add too much strain on the Councillors and Officers.

One member abstained from the vote.

The meeting closed at 20:06

Signed: _____

Date: _____

Didcot Town Council

Finance and General Purposes Committee

25th September 2023 at 7.30pm

All Saints Room, Didcot Civic Hall



Minutes

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

Present:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor N Hards
Councillor G Ryall
Councillor J Broadbent
Councillor D G Aragao

Non-Committee members:

Councillor A Jones

Officers:

Mrs J Wheeler – Town Clerk
Mrs L Blake – Deputy Town Clerk

Mr Derek Kemp – DCK Accounting Solutions

Derek Kemp addressed members of the Committee before the start of the meeting at 7.00pm. Derek informed the Committee that the External Auditor's Report on the Annual Governance and Accountability Return (AGAR) contained a factual inaccuracy regarding advice on the level of the Town Council's reserves.

The auditor stated: '*Best practice suggests (the general reserve) should be something between 0.5 and 2 times the annual precept*'.

Mr Kemp confirmed that the Practitioner's Guide advises that the appropriate minimum level of a smaller authority's general reserve should be between $\frac{1}{4}$ and 1 times (3 – 12 months) of the net revenue expenditure, which is less than the precept and recommended that the Town Council write to the External Auditor and ask them to correct this inaccuracy.

Mr Kemp then went on to explain that the Medium-Term Finance Plan (MTFP) is not a budget. It is a document that tabulates the expected direction of travel of the budget over the next five years. To do this we will quantify what we know and take an educated estimate on what we do not know in order to arrive at some practical budget figures. For example, 6% was factored into staffing costs in 2023-2024 due to the pending Local Government Pay negotiations. However we not actually know this year's pay award at the time we set the 2024-2025 budget. Other years the sum of 3% has been allowed for future pay awards.

Other cost centres will have a 2% increase factored in as Town and Parish Councils tend to remain on a fairly even keel and do not tend to respond to headline inflationary figures. There was also a proposal to put away £100,000 a year from 2026 – 2027 onwards towards building maintenance -in addition to existing maintenance budgets. Ear-marked reserves should cover expenditure up to the end of 2025 –2026.

Provisions for elections should be factored in for each year moving forward.

The figures in the MTFP were created in July 2023 and will be adjusted once the 2024-2025 budget is agreed. The plan would be reviewed annually. Mr Kemp said that there would always be unexpected expenditure to challenge the figures but also unexpected income. The auditors want to see that the Town Council displays a good awareness of forecasting and managing the finances.

Members were given time to ask questions. The Committee then thanked Mr Kemp for his advice.

The Finance and General Purposes Committee meeting started at 7.40pm.

64. Apologies

Apologies were received from Cllr J Loder.

65. Declarations of interests

No declarations were made.

66. To approve the Minutes of the Finance & General Purposes Committee meeting held on 21st August 2023

The Chair paged through the minutes. It was proposed by Cllr G Roberts, seconded by Cllr G Ryall, and RESOLVED to approve the minutes as an accurate record, and note them as such. The vote was unanimous.

67. Questions on the minutes as to the progress of any item

There were no questions.

68. To note the grant report from the Baptist Church

The Committee noted the report detailing the purchase of a cabinet in which to house a public defibrillator. Cllr T Worgan asked that grant reports be displayed on the Town Council's website.

69. To approve the monthly reports for July 2023

It was proposed by Cllr J Broadbent, seconded by Cllr D Aragao, and RESOLVED to approve the monthly accounts for July 2023. All members agreed.

70. To receive the budget figures for August 2023

The Committee noted the budget figures for August 2023. The Town Clerk informed the Committee that the figures did include most of August and some of September. There were some queries which were answered such as the Mayor's fund which had transferred in full over to the Mayoral bank account; questions regarding how the Fleet Meadow accounts which are separate to DTC but there are charges made for labour from DTC staff; and the balance of the finances for the Town Fayre (Edfest) which the Town Clerk was still managing the refunds.

71. To note the completed AGAR and to review the comments regarding the general reserve

The Committee noted the completed AGAR and reviewed the auditor's comments. It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to formally request an amendment of the general reserve figures in line with the Practitioner's Guide issued by the Joint Panel on Accountability and Governance (JPAG). All members agreed.

The suggested request would be written as follows:

Didcot Town Council do not accept the other matter referred to in the External Auditors' report on their 2022/23 AGAR viz "an element of general reserve is a practical necessity. Best practice suggests this should be something between 0.5 and 2.0 times the annual precept."

*Recommended practice is set out at paragraph 5.33 of "The Practitioners' Guide ('the guide') (....) issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return". This states that "The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between **three and twelve months of net revenue expenditure**". This is at variance with the Auditor's assertion above. The Council therefore proposes to be guided by JPAG in the adoption of its minimum General Reserve Policy.*

The Council is aware that, due to a number of unforeseen adverse factors its General Reserve fell to significantly below this level during 2022/23. The Council has already incorporated, in its Medium-Term Financial Strategy (recently adopted), and hence in future Budgets, measures to correct this decline over the medium term (i.e., by

2028/29 at the latest). This process will be augmented by rigorous budgetary control and any savings achieved thereby will accelerate the recovery process.

72. To suggest any major projects for the next financial year 2024-2025 and projects to save towards over several years

The Committee considered future projects as part of the budgetary process. The construction of a Splash Park in Edmonds Park was the main project discussed. The Committee were keen to progress this and asked Officers to obtain more up to date quotations and estimates for running costs.

The Town Clerk confirmed that there was £200,000 in the Town Council's earmarked reserves for the Splash Park, £94,443 reserved of the S106 monies, and a further £121,000 reserved in the Town Council's CIL reserves for the Splash Park. She also stated that there was a further £110,000 unallocated CIL monies but if this was spent, there would be nothing left for further projects.

The Committee asked Officers to prepare the tender document so that it would be ready to go on Contracts Finder after the Full Council meeting in November. It may be possible to get this project on to the portal before the Full Council meeting.

Other items were noted including a series of 'quick win' projects from the Ladygrove Management Working Group and possible teen play provision and shelters from the Environment & Climate Committee.

73. Edmonds Park Community & Sports Pavilion – cost report 4

The Committee noted the document from Ridge. The estimate of the construction costs is £2,196,284 and the overall project cost is £2,305,634. There is a contingency balance of £94,366 out of the total authorized expenditure of £2.4m.

The Town Clerk was continuing to transfer the remainder of the loan into the Town Council's CCLA investment account, in multiples of £150,000 where it would gain interest. Ex-Councillor Bill Service was signing paperwork as he is still a recognized signatory. Once this project is complete, the Town Clerk will seek to sign up current Councillors as new signatories. The F&GP Committee recorded their thanks to Mr Service for his help in this matter.

74. To note the investment report fact sheet for the CCLA Investment Bond

The Committee noted the fact sheet. The Town Clerk confirmed that the interest rate was 5.1% as at August 2023.

75. To review the grant policy amendments

The Committee considered the amendments and suggested the following changes:

Policy and Guidance for Awarding Grant Aid to Local Organisation

1.3a – To read: 'Publicise Grant Aid availability widely throughout the Town, including the use of Social Media'

4.1 – Remove the word ‘may’ to read: ‘The Council may identify particular sections of Didcot Parish where they feel residents have particular needs for assistance..’

5.2 – Add the word primarily, to read: ‘Successful grants should primarily benefit residents of Didcot’.

5.4 – Include the local press. This will read: ‘The report may also be included on Didcot Town Council’s website and Social Media pages and passed to the local press where appropriate’.

It was proposed by Cllr G Ryall, seconded by Cllr T Worgan, and RESOLVED to approve the documents with the suggested amendments. All members agreed.

76. To review the football suggestions from the Deputy Town Clerk

There was an error in the report regarding the payment received for the hire of pitches at Loyd Recreation Ground. It was stated the income received was £3,940, when in fact £2,920 had been paid. The original figure incorrectly included a payment for some pitch usage from the previous season.

The Committee considered the report and discussed the options at length for the hire of the Town Council’s pitches, for both local Football Clubs. Whilst Members were sympathetic with the clubs in regard to costs associated with the hire fees, Members realised that the Council needs to cover Officer time, maintenance, and other costs associated with each hire.

The Committee considered the draft usage agreements and agreed that each club should overmark their pitches throughout the football season – the hire charge will include the initial measuring and marking of the pitches by the outdoor team.

The clubs could use the Town Council’s line marking machine throughout the season, if a returnable deposit was paid. Deductions would be made at the end of each season for any repairs or cleaning of the equipment.

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and RESOLVED to charge each club the same as last season’s charges, with an addition for the hire of the welfare units (at Edmonds Park) and the pavilion (at Loyd Recreation Ground) and ensure the clubs are aware this charge excludes the over marking of the pitches. All members agreed.

The Deputy Town Clerk would liaise with both Football Clubs and members of the Committee.

77. To note the managed disc encryption expenditure of £1499.00 + vat

Air IT had been slow to inform the Town Council of the need to upgrade the encryption on their devices. The level of the customer service and support received by DTC from the company had been noted as decreasing since MFG and Air IT had merged. The quotations for work was also unreliable and not necessarily best value. The Committee noted the expenditure of £1499.00 plus VAT and asked the Town Clerk to look at alternative providers.

78. To discuss the verges grass cutting for 2024-2025

The Committee considered the report in detail.

The County Council had taken back responsibility of cutting the verges in Didcot, and it was confirmed that this would be just one cut a year using a strimmer.

It was also confirmed that should DTC enter a new agreement with OCC, the financial income for this would remain at £13,424.43 (calculated at 10.25 pence per square metre). In 2022-2023, DTC's contractor had carried out eight cuts per year totalling £34,960 per annum. This meant that DTC had to cover the remaining £21,535.57.

Cllr N Hards informed members that there were a number of verges in Didcot which could pose safety concerns should they not be cut back.

The Town Clerk explained that there were many maps showing all the OCC verges in Didcot, which could be shown to Committee members at a separate meeting and discussed with the Outdoor Services Manager.

It may be possible to cut some of the verges 'in house' should the Council purchase a machine capable of carrying out the work – a report on this would be presented to the Environment and Climate Committee.

Cllr T Worgan suggested that a report be presented at the next Finance and General Purposes Committee detailing various options for the Town Council; cost of less cuts, intermediate cutting (leaving part of the verges 'wild' and costs associated with taking some verges 'in house'). The Town Council's insurers would need to be consulted on this. All members agreed.

79. To review the progress report

The Committee discussed the items on the progress report. Cllr T Worgan asked the Town Clerk to invite the Didcot Foodbank to the next meeting and to find out what they need.

The Town Clerk was also pleased to confirm the following relief on the business rates of the Civic Hall and the Willowbrook Leisure Centre:

Civic Hall and premises 2022-2023	£22,400
Civic Hall and premises 2023-2024	£14,424
Willowbrook Centre and premises 2022-2023	£18,304
Willowbrook Centre and premises 2023-2024	£13,888

Meeting closed at 9.15pm.

Signed: _____(Chair)

Date: _____

Didcot Town Council

Finance and General Purposes Committee

23rd October 2023 at 7.30pm
All Saints Room, Didcot Civic Hall



Minutes

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

Present:

Councillor T Worgan (Chair)
Councillor N Hards
Councillor G Ryall
Councillor O Glover (sub for Cllr D Aragao)
Councillor J Loder
Councillor A Jones (sub for Cllr G Roberts)

Officers:

Mrs J Wheeler – Town Clerk

The Chair proposed amending the agenda to discuss item 15 – To review the Edfest and Hatwells Funfair reports, first, following agenda items 1-4. All members agreed.

80. Apologies

Apologies were received from Cllrs J Broadbent, D G Aragao, G Roberts and the Deputy Town Clerk. Cllrs O Glover and A Jones attended as substitutes.

81. Declarations of interests

No declarations were made.

82. To approve the Minutes of the Finance & General Purposes Committee meeting held on 25th September 2023

The Chair paged through the minutes. It was proposed by Cllr G Ryall and seconded by Cllr N Hards and RESOLVED to approve the minutes as an accurate record and note them as such. The vote was unanimous.

83. Questions on the minutes as to the progress of any item

There were no questions.

84. To review the Edfest and Hatwells Funfair reports and make a recommendation to Full Council

The Committee discussed this report at length. Historically the ‘Summer Fayre Working Group’ reported back to the Finance and General Purposes Committee on progress and spending, but this hadn’t been the case in recent years.

Cllr T Worgan discussed the letter addressed to the Council from Hatwells Funfair, explaining their first and second choices on dates for their event in Edmonds Park for 2024 - their second choice of dates was for the second weekend in August. The Committee agreed these dates would be the best solution for both parties. Cllr T Worgan proposed that Hatwells should be asked to hold their event between 5th – 19th August 2024, which would allow for Edfest to be held on the first weekend in August. The Committee were keen to keep the Funfair in Didcot and would recommend that both Hatwells and Edfest work together on a joint event, should these dates not be suitable.

It was proposed by Cllr T Worgan and RESOLVED by the Committee to recommend these dates be considered by Hatwells Funfair. All members agreed.

Discussions were had on the increased charges paid by Hatwells Funfair for park hire in 2023 – Hatwells had requested that the Committee reconsider the costs due to the ‘35%’ increase on previous years fees.

The Town Clerk explained that suggested charges were submitted by the Environment and Climate Committee last year for the 2023-2024 financial year and approved by Full Council. She also suggested considerations for next year’s charges be discussed at the next meeting of the Environment and Climate Committee – 13th November 2023. All members agreed.

There were some concerns on the future governance of the Edfest event. It was the recommendation of the Town Clerk that the event be kept separate from the Town Council’s finances due to the rigorous procedures the Council has to adhere to when spending public monies. It was suggested that in future, Edfest apply to the Council for Grant Aid to help finance the event. Councillors were keen to support the event but wanted to ensure finances were regulated more efficiently.

It was proposed by Cllr T Worgan, seconded by Cllr O Glover and RESOLVED to recommend to Full Council that Edfest organisers set up a separate company for their event, and apply to Didcot Town Council for Grant Aid. This would mean the company would need to adhere to Didcot Town Council’s ‘Events on Town Council Land’ policies and procedures, as do all other hirers. All members agreed.

The Edfest Committee were invited to issue a report on the future organisation of their event for the next meeting of the F&GP Committee.

The Chair then took the rest of the meeting in order.

85. To note the grant report from TRAIN and Ridgeway Education Trust

The Committee noted the report from TRAIN thanking the Town Council on their continued support and detailed their various sessions and activities they hold to support the teenagers and young adults in Didcot.

The Committee also noted the report from the Ridgeway Education Trust thanking the Town Council for their grant which enabled the Trust to provide sixteen keyboards and headphones to improve the quality of education throughout All Saints Church of England Primary School. Cllr T Worgan requested that these letters should be put onto the DTC website. It was agreed that TRAIN would be asked to summarise their submission.

86. To review the grant payments made since April 2023

The Committee noted the review of the grant payments awarded to date. It was noted that there was £22,826 remaining to be awarded for the rest of the 2023-2024 financial year (cost centre 201/3188).

The Town Clerk also confirmed that Didcot Foodbank had been contacted but no response had yet been received. *NB The Foodbank will be attending the November meeting of the F&GP Committee.*

Cllr T Worgan informed members that the District Councillor Community Grant deadline for applications had been extended from 20th October to 1st December 2023.

87. To approve the monthly reports for August 2023 and September 2023

Cllr N Hards queried two debits which the Town Clerk confirmed were refunds from the cancelled Edfest event.

Cllr N Hards also had a question regarding the outstanding amount of £234. The Clerk informed members of the background to this booking – a small party (50 people) had amounted to a much larger event, resulting in the hirers bringing in their own alcohol and using more rooms than originally hired, plus the kitchen. The outstanding amount was for the additional use billed to the customer – this is unlikely to be received.

The Committee were concerned about the staff's safety in situations where they could be outnumbered and wanted to ensure systems were put in place to safeguard staff in future - It is current Council Policy to hire security for events involving over 100 people. Thames Valley Police would be contacted to see if there was a system the Council could implement where they could be called for extra 'back up' should the need arise.

All outstanding invoices would be 'chased'. There were a couple of other cost centre queries which would be answered by the Town Clerk before the next meeting.

It was proposed by Cllr N Hards, seconded by Cllr O Glover and RESOLVED to approve the monthly accounts for August 2023 and September 2023. All members agreed.

88. To receive the draft budget figures for September and October 2023

The Chair paged through the report, no questions were asked and so the Committee noted the budget figures for September and October 2023.

The Town Clerk informed members that the report shows the full effect of the loan hence budget income of £1,596,000 has been inflated by up to £3,936,996. Most of the money has now been put into the Town Council's CCLA account. The Clerk will be drawing down approximately £300,000 next week for the next payment due to Life and Ridge. The October report will show a more realistic summary of the figures.

89. To review the response to the AGAR query from Moore

The Town Clerk explained that no response had been received. Moore would be contacted again. This was noted by the Committee.

90. Edmonds Park Community & Sports Pavilion – cost report 5

The Committee noted the document from Ridge. The estimate of the construction costs is £2,196,472 and the overall project cost is £2,305,822. There is a contingency balance of £94,178 out of the total authorised expenditure of £2.4m.

Cllr N Hards questioned the client extras in the executive summary. The Town Clerk explained this was due to small amendments to plugs, AV and access control but a more detailed report would be presented towards the end of the build. She also explained that work is being taken on the procurement of the EV charging units to ensure they will be the same as those Croudace are fitting at the North Brook Community building.

91. To receive the partial exemption calculations from the 2022 – 2023 financial year

The Town Clerk explained to the Committee that when the original calculations were done, Didcot Town Council were informed that they owed £14,000 due to the Council breaching the de minimus level. The consultant was asked to factor in the option to tax the Civic Hall and the new Edmonds Park Pavilion. Once those actions had been taken into account, the calculations were shown to be within the de minimus levels of £7,500 VAT. Larger items of expenditure such as a new build can be back-dated for four years – and can be apportioned over a period - to 'smooth out' the excess. This is a specialist area of knowledge and DTC is reliant on the consultants to do these calculations.

92. To review the response from the football clubs re: agreement – verbal update

The Town Clerk gave a verbal update on the responses from both local Football Clubs and informed members of an arranged meeting with Didcot Casuals on Monday 30th October at 6pm.

Discussions were ongoing and it was hoped an agreement could be reached for the use of the pitches and welfare units/small pavilion use.

A question was raised from Didcot Town Youth regarding fencing in the ‘compound’ in Edmonds Park. As temporary planning permission had been granted for the units, SODC would need to be contacted regarding this.

93. To note the CIL funding of £709.50

The Committee noted the CIL funding. Members had concerns regarding the potential to ‘lose’ CIL funding if it wasn’t spent in time. The Town Clerk assured members that Officers routinely check these monies and are in regular contact with the SODC Officer in charge of the funds to ensure everything is spent correctly and in line with the terms of the legal agreements between the District Council and the Developers.

Cllr T Worgan enquired as to how much of the CIL money is unearmarked. The Town Clerk confirmed there was £110,730. The Town Clerk also updated members on a recently obtained updated quote for the Splash Park - £426,000 – in addition to this the company would need to install a temporary road to access the site at an additional cost of £9,900. To install the benches and bin could cost an additional £5,228 (total quote for Splash Park, temporary road, benches, and bins was approximately £441,128).

Funds already allocated for this project included:

- £200,000 in the Town Council’s earmarked reserves
- £121,000 in the CIL earmarked reserves
- 2x S106 monies already reserved (£34,207 and £57,403)

Which in total amounts to **£412,610.00**. The shortfall of approximately £28,518 would need to be taken from the unearmarked reserves, leaving a remainder of just over £82,000.

It was RESOLVED for Officers to draft a tender document for this project.

The Town Clerk also informed the Committee of the invoice received for the recent bi-election which totalled £13,400. The invoice for the full local election had not yet been received. The Committee wanted to ensure that a cost centre is written into the budget for each financial year going forward, for a bi-election. The Town Clerk confirmed that this would be done when setting the budget in November.

94. To discuss the verges grass cutting for 2024-2025

Options on the cutting of the grass verges in Didcot were discussed.

At this stage any tender document would be written to gather more details on costings, which would include costs per cuts, per year for all the locations which were covered under the original agreement with OCC.

Cllr T Worgan asked if CIL monies could be used for expenditure, for example, a new machine to enable the outdoor team to cut some of the verges 'in house' and it was confirmed this could be done.

It was proposed by Cllr N Hards, seconded by Cllr J Loder, and **RESOLVED** for Officers to draft a tender document for this work, which would be forwarded to members for their consideration.

95. To consider waiving the £50 a year agreement for the Bowls Club

The Committee considered the report.

It was **RESOLVED** to continue to charge the Bowls Club £50 per year as peppercorn rent. All members agreed.

96. 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.

97. To review the progress report

The Committee discussed the items in the progress report.

The Town Clerk confirmed that the Wayleave agreements were currently being worked on and the surveyor's fees would be covered by the National Grid.

98. To receive an update on CCTV projects

The Committee noted the update on the CCTV projects.

Meeting closed at 9.00pm

Signed: _____(Chair)

Date: _____

Didcot Town Council

Environment & Climate Committee
Monday 11th September 2023 at 7.30pm
All Saints Room, Civic Hall



DRAFT Minutes

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

PRESENT

Councillors:

Cllr G Roberts (Chair)
Cllr K Morrison (Deputy Chair)
Cllr A Hudson
Cllr S Cole
Cllr A Jones
Cllr L Hislop
Cllr D Macdonald

Officers:

Mrs J Wheeler (Town Clerk)
Mrs L Blake (Deputy Town Clerk [minutes])
Mr M Blake (Outdoor Services Manager - OSM)

One member of the public attended.

23. To receive apologies

Apologies were tendered from Cllr J Broadbent. Cllr D Macdonald substituted.

24. To receive declarations of interest

Cllr D Macdonald informed the Committee that she was part of the Edfest organisation team and would therefore refrain from voting on agenda item 10 – To consider the report on Hatwell's Funfair event charges.

No other declarations were received.

25. To agree the minutes of the meeting held on 10th July 2023 as a true and correct record

It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting, and note them as such.

All members agreed.

26. Questions on the minutes and review the progress report

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


Cllr K Morrison asked that a colour 'key' be added to the progress report. This would be done.

Cllr G Roberts enquired as to the progress of the Sow and Grow project. The OSM informed members that work to construct the polytunnel and access paths would commence during October.

Cllr A Jones asked about the hemlock on the mounds and was informed that this had been treated and cut down. The hemlock would be routinely treated by the Outdoor Team in the coming months in the hope that this would be eradicated.

It was also confirmed that SODC had fixed the drain cover on Tyne Avenue.

There were no other questions.

Action	Responsible	Rating	Meeting 10.07.2023	Meeting 11.09.2023
Tidying up of the noticeboards	Officers	Amber	This would be carried out throughout the summer.	Due to staffing issues and holidays, work on tidying up the boards had stalled.
Shared cycle path additions to visible desired line in Ladygrove	Officers & Councillors	Amber	Investigations to this had stalled due to work loads.	The Ladygrove Management Working Group would discuss this during their meetings and therefore this item would be removed from the progress report.
Ladygrove Lake Pump	Officers & Councillors	Amber	Ladygrove Management Group would have their initial meeting.	First meeting was held on 3 rd August 2023. Notes of the meeting were on the agenda for noting. The Ladygrove Management Working Group would discuss this and therefore this item would be removed from the progress report.
Millennium Woods signs	Officers	Green	An update on this was covered in the OSM report.	 <p>All three signs were installed by 24th July 2023.</p>
Reducing the Oak tree and felling the Pine at Cockcroft allotments	Officers	Amber	Work would commence later in the year.	This had been completed.
Graffiti Project at the Skatepark	Officers & Councillors	Amber	Investigations were on going.	This project had stalled due to concerns regarding making the artwork safe to skate on. More investigations would be needed and would be taken up by the Ladygrove Management Working Group.

				Therefore this item would be removed from the progress report.
Investigate installing a bench at the bus stop on Wantage Road	Officers	Amber	OCC had agreed that a bench could be located in Wantage Road. Officers were waiting on quotes for this.	This item was on the agenda for consideration.
Smokefree play park signs	Officers	Amber	Six local primary schools were emailed on 12.06.2023, two expressed interest in being involved – would make sense to start the project at the beginning of the next academic year (September 2023).	This project would be re-visited once schools had settled back in after the summer break.
'Sow & Grow' – Community Planting project at New Road allotments	Officers	Amber	Application was submitted 09.06.2023 – Closing date was 30 th June 2023.	Officers were informed that the application was successful on 25 th July 2023. Funds were received on 11 th August 2023. Purchases had been made for some of the equipment. Local companies had been contacted for donations of materials to aid the project. The polytunnel was delivered on 1 st September 2023 and work to construct the site would commence in October.

27. To note the External Income and Expenditure to date for external works, as updated on 5th September 2023

The Committee noted the updated figures, as of 5th September 2023, presented to them at the meeting.

Cllr G Robert enquired as to why cost centre 301/3154 was over budget. The OSM could not recall why this was the case but agreed to investigate this.

- *It was noted after the meeting that the purchase of the new electric tools had been added incorrectly to this cost centre. This would be amended before the next meeting.*

Members questioned why cost centre 306/3151 (Water charges at Loyd Rec) was over budget. The Town Clerk explained that a lot of utility bills were estimated, and it would be beneficial to only look at utility cost centres six months into the financial year and towards the end, to get a more accurate idea of the spending.

310/3150 'Plants' cost centre was questioned as to why the budget was overspent. It was explained that the cost of the town's hanging baskets had been taken from this cost centre, as it was not previously budgeted for, but would be moved to the 'Community Projects' cost centre.

It was confirmed that the business rates for the cemetery was £848 last financial year.

The OSM explained that the income generated from the sale of the fishing permits had been paid into the Town Council's account and would show on the income and expenditure balance sheet at the next meeting.

- *The amount paid into the Town Council's account, which cleared on 8th September 2023, was £2,625.*

28. To consider the Outdoor Services Manager's report

The Committee noted the Outdoor Services Manager's report and considered the recommendations.

Allotments - General

7. The Committee was asked to consider whether to implement a concession charge for the additional strimming and spraying charges for allotment tenants. The OSM explained that offering these ad hoc services was a challenge for the outdoor team.

It was proposed by Cllr S Cole, seconded by Cllr A Jones, and **RESOLVED** to defer this item to the next agenda. All members agreed.

The Town Clerk advised that the Committee review the service charges at the end of the current financial year.

17. Treating the Japanese Knotweed at Cockcroft allotment sites was discussed. The OSM and another member of the outdoor team are PA1 and PA6 qualified and could carry out the treatment of the weed without the need of contracting an outside company.

It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and **RESOLVED** to instruct the OSM and his team to treat the weed on the allotment site.

All members agreed.

The Committee discussed the dismantling annual inspection of all zip wires, the servicing of all roundabouts and the repairs to the cargo net at Loyd Rec. It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and **RESOLVED** to:

- 29. Approve the zip wire inspections at a combined cost of £1,732.50, to be taken from cost centre 309/3153 'Play Equipment Maintenance'
- 31. Approve the servicing of all roundabouts at a cost of £1,487.50, to be taken from cost centre 309/3153 'Play Equipment Maintenance'
- 34. Approve the cargo net repair at Loyd Rec at a cost of £1,823, to be taken from cost centre 309/3153 'Play Equipment Maintenance'

Vita Play would carry out this work.

All members agreed.

Smallbone Rec

38. The Committee discussed the quote to repair the surfacing of the roundabout in Smallbone Rec. Sutcliffe Play, who had installed the equipment, were contacted regarding this but confirmed that the Town Council was out of warranty. They did state that a company representative could meet with the OSM to discuss options.

The decision on this item was deferred until a meeting with Sutcliffe Play could be arranged.

Ladygrove Park

47. The Committee considered the two quotes to replace the gates and the springy.

It was proposed by Cllr D Macdonald, seconded by Cllr G Roberts, and **RESOLVED** to accept the £3,851 (£1,925.50 for each gate) quote to replace the two gates at the park, using Vita Play but to defer the replacement of the springy. The Committee wanted the OSM to investigate whether re-setting the springy would be a better alternative to replacement.

All members agreed.

Marsh Rec

50. It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to approve the quotes to fix the safety surfacing around the roundabout and to install a new gate, for a combined total of £2,262.50 – to be taken from cost centre 309/3153 'Play Equipment Maintenance'.

All members agreed.

Events

A late events application had been received following the publication of the agenda. Elite Youth Sports wanted to book football pitches at Edmonds Park for a school tournament on Thursday 12th October 2023 12-3.30pm, and Thursday 7th December 2023 12-3.30pm. They also wanted to hire the toilet block.

The Committee considered the application. It was **RESOLVED** to approve the dates of the event and the use of the toilet block. The toilet block would be charged at £20 per day.

All members agreed.

29. To consider the first round of budget considerations for the 2024-2025 financial year

The Town Clerk explained the process of the first-round considerations; the Committee were to think of future large projects they wanted the Council to consider. Cllr D Macdonald suggested that improvements to the Ladygrove area should be considered, whilst improvements to the play areas in Edmonds Park were also suggested.

Cllr K Morrison suggested teen provisions be considered for both Ladygrove and Edmonds Park. The Town Clerk informed members that s106 monies had been 'put aside' for the Council to use solely on teen play provisions specifically at Edmonds Park.

Any further ideas for future projects were to be received by Cllr G Roberts, ideally before the 26th September 2023 (the next meeting of the Finance and General Purposes Committee).

All members agreed.

30. To note that an application for a Fisheries Improvement Programme Grant had been submitted.

The Committee noted that the application was submitted on 31st August 2023. The outcome of this application would be decided on by the end of October 2023.

31. To consider the report on bench options for a bus stop on Wantage Road, Didcot and the recommendations to the Committee

Members discussed the quotes for the two bench options. The fact that traffic management could potentially be needed was a concern, as was the cost.

It was proposed by Cllr K Morrison, seconded by Cllr S Cole, and **RESOLVED** to defer the item to the end of the financial year and to investigate funding options.

All members agreed.

32. To consider the report on Hatwell's Funfair event charges and the recommendations to the Committee

The Committee discussed the report and noted the fact that Hatwells had supplied Didcot with a funfair for approximately 41 years. They were keen to support the fair where possible.

Some concerns were raised regarding Hatwells application for dates in 2024 at Edmonds Park, due to the conflict with Edfest. Cllr L Hislop suggested that the Edfest Working Group consider the situation at their next meeting and investigate a potential compromise.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to charge Hatwells £260 per trading day, for the event in Ladygrove in October 2023.

The subject on future charges and the confliction in dates would be discussed by the Environment and Climate Committee after the next Edfest Working Group meeting.

All members agreed.

33. To note the draft meeting notes from the Ladygrove Management Working Group meeting held on 3rd August 2023

The Committee noted the draft meeting notes from the Ladygrove Management Working Group meeting. There were no recommendations to the Committee, other

than to approve an application for a Fisheries Improvement Grant, which had been consulted on via email due to the closing date.

The OSM confirmed that repairs to the aerator had been completed and it was working at full capacity.

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.

34. To consider the report on the Cemetery charges and the recommendations to the Committee

The Committee considered the report and the confidential statement from a Didcot resident.

It was proposed by Cllr G Roberts, seconded by Cllr S Cole, and **RESOLVED** to approve a refund of £450 and to consider each enquiry into non-resident charges on a case-by-case basis.

It was also **RESOLVED** to re-instate the Cemetery Working Group to investigate future cemetery rules and charges.

All members agreed.

The meeting closed at 21.10

Signed: _____ (Chair)

Date: _____

Didcot Town Council

Personnel and Administration Committee Monday 9th October 2023 at 7.30pm All Saints Room, Didcot Civic Hall



Minutes

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

Councillors

C Jennings (Chair)
J Loder (Deputy Chair)
D Macdonald
G Ryall

Officers:

Mrs J Wheeler (Town Clerk)

28. Apologies

Apologies were received from Cllr D Macdonald.

29. Declarations of interest

None declared.

30. To approve the minutes of the meeting held on 31st July 2023

It was proposed by Cllr C Jennings and seconded by Cllr J Loder and RESOLVED to approve the minutes as a true record. The vote was unanimous. There were no amendments.

31. Questions on the Minutes

There were no questions.

32. To consider the up-dates on the Annual Leave and TOIL Policy

The Committee discussed the detail of the up-dates and made some minor amendments. It was noted that staff on maternity leave are able to carry over their full entitlement to the following financial year. The total amount of TOIL that can be accumulated in any six month period is 21 hours (3 days). TOIL may not be carried over from one six month period to another without authorisation from the Line Manager. This will be referred back to the next meeting to ensure accuracy of all member comments on this policy.

33. To consider the budget setting process and any large (macro) projects from this Committee

The Committee discussed a idea of employing a youth-focussed individual – who may or may not be young themselves - who could help with Town Council work and retain links to the community. This position could have a link with formal education. The Town Clerk would speak to a few key stakeholders in the Didcot area to see how this position could work. There were no other requests although a youth council was a potential new cost centre.

34. Progress report

The data protection training will be rolled out to the Deputy Town Clerk and Senior Managers and then to all office staff. Stuart Mundy has now attained his NEBOSH qualification and is continuing to work with indoor and outdoor staff. It was agreed that the item on H&S with the outdoor team will now be removed. Work was ongoing on the long service awards and a badge being designed. The Town Clerk also updated the Committee on the progress of hiring an Horticultural apprentice for the Outdoor Services team.

35. 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.

36. To note the final conclusion of an insurance claim

The Committee were appraised of the conclusion of a long-running claim which was resolved in favour of the Town Council. The solicitors fees of £5,314 were noted along with the time of the Town Clerk in fighting this claim. The importance of keeping HR records was noted. The Committee recorded their thanks to the Town Clerk and the staff who helped on this case.

37. To receive a Staffing Report

The Town Clerk up-dated the Committee on the recruitment for various positions. The two Estate Officer positions were now filled – one with an internal promotion and one person new to DTC. Interviews for the Horticultural Apprentice were ongoing.

It was **RESOLVED TO RECOMMEND** that the role of one of the gardeners should be changed to a Community Officer to help involve the community in projects throughout the town. This position would see this Officer lead on the allotment liaison along with the more specialist gardening and planting. The Officer would also be a mentor to the new Horticultural Apprentice. The amended job description was circulated to the Committee.

The impact of the internal changes and promotions meant changes for other staff to pick up work where appropriate.

Recruitment at Willowbrook Leisure Centre was also discussed and positions are being filled.

It was AGREED to extend the probation period for one member of staff. The Town Clerk discussed the reasons for doing this and may need to refer back to the P&A Committee in the next three months.

There was still no news of the national pay award but it was hoped for news by the end of October.

There was an up-date on the early progress of the Deputy Town Clerk and the Estate Manager. A training report was also received where the outdoor team were booked to do a welding course; repair of small tools course and attended a trade show.

One of the next projects was to up-date our Employee Handbook to dovetail in with our HR policies and employment contracts.

The meeting closed at approximately 8.45pm.

Signed _____ Chair Date _____



Job Description

Job Title: Community Officer.

Accountable to: Outdoor Services Manager

Objective: To raise the profile of Didcot Town Council by working with both the indoor and outdoor teams on a variety of community projects. To improve the visual settings of Council owned land; buildings and facilities. To encourage civic pride in the town and a sense of ownership of Council-owned assets through working with and involving residents and key stakeholders.

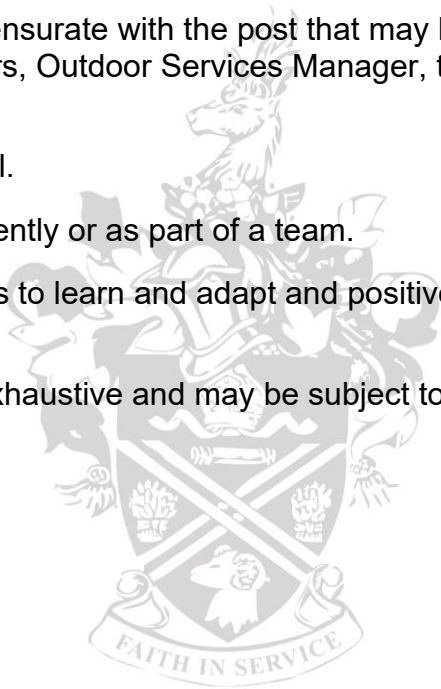
Job Summary: To carry out the day-to-day duties relating to the maintenance of the Town Council's planting and existing flowerbeds; to develop Community Planting and Growing Projects; and to manage the allotment sites, with support from the Outdoor Services Manager and Allotment Administrator.

Main Duties and Responsibilities:

1. Management of the Town Council's planting at all the Council-owned property; buildings and outdoor facilities.
2. Advising the Council on what plants would work best at each site and develop a maintenance plan for each site.
3. Carry out a range of horticultural tasks as required, including but not limited to weeding, feeding, planting, pruning, sowing and hedge cutting.
4. Maintain the polytunnel at New Road Allotment site and tools in good order.
5. To roll out Community Planting projects within the town, with various organisations and groups, and to feedback progress to the Environment and Climate Committee.
6. Prepare reports for the Environment and Climate Committee, with the support of other Council staff, when requesting funds for projects.
7. Management of the allotment sites – in liaison with the outdoor team.
8. To attend the Allotment Liaison Group and associated work arising from these meetings.
9. To liaise with the Allotment Administrator in sending letters to allotment tenants.
10. To work closely with the Apprentice on planting projects – and to act as a mentor.

11. General housekeeping of the yard and storage block at Edmonds Park.
12. Experience of operating and basic maintenance of a range of grounds maintenance tools and machinery. Landscaping and clearance work to site as and when required.
13. Application of herbicides under COSHH guidelines. Care of chemical store and documentation.
14. Gate keeping duties as and when required: in the absence of the gatekeeper an early start/early finish or late start/late finish may be required. Some weekend working may be required. Overtime or time off in lieu is available.
15. Litter picking, general cleaning of equipment including clearing up of broken glass.
16. The role will require the Community Officer to divide their time between the office and outdoors.
17. Any other duties commensurate with the post that may be required by the Grounds Maintenance Supervisors, Outdoor Services Manager, the Deputy Town Clerk, or the Town Clerk.
18. Driver's licence essential.
19. Ability to work independently or as part of a team.
20. Timekeeping, willingness to learn and adapt and positive attitude essential.

This job description is not exhaustive and may be subject to review as the Council may direct.



Didcot Town Council



Property and Facilities Committee Wednesday 27th September 2023 at 7.30pm All Saints Room, Didcot Civic Hall.

Minutes

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

Present:

Cllr K Morrison (Chair)
Cllr H Macdonald (Vice Chair)
Cllr A Jones
Cllr D Guerra Aragão
Cllr A Hudson
Cllr L Hislop

Officers:

Mrs J Wheeler – Town Clerk
Mr S Mundy – Estate Manager

25. Apologies

Apologies were tendered from Cllr Z Mohammed and Cllr M Khan

Cllr D Guerra Aragao substituted for Cllr Z Mohammed.

26. Declarations of interests

There were no declarations received.

27. To approve the Minutes of the meeting held on 26th July 2023

The Chair paged through the minutes for any amendments or questions.

It was proposed by Cllr A Hudson, seconded by Cllr A Jones, and **RESOLVED** to **APPROVE** the minutes as a true and accurate record of the meeting and noted them as such.

28. Questions on the minutes

No questions received.

29. To note properties report including the financial summary and consider the recommendations.

The Committee noted the report.

Cllr H Macdonald entered the meeting at 19.33.

29.1 To note the Civic Hall bar takings and usage figures

The Committee noted the bar takings and usage figures for the Civic Hall.

The Estate Manager explained to the Committee that the team have been looking into how to increase bar sales, this included looking at local distillery's and obtaining samples, and the visibility of the staff at the bar area.

The Estate Manager then explained how officers were looking to increase the awareness of the Civic Hall bookings, by taking pictures of the rooms so customers can see how the rooms can be setup. The officers were also investigating creating a new website for the Civic Hall. The Estate Manager also explained to the Committee the recent customer feedback and gave the group samples of the surveys completed.

The Committee asked the Estate Manager to investigate ways DTC can quickly contact the Police in case of an emergency due to an event that had recently occurred where members of staff felt threatened.

29.2 To note the Civic Hall financial summary

The Committee noted the Civic Hall financial summary.

29.3 To note the Civic Hall works update

The Committee noted the Civic Hall works update which included: -

- Roof repairs completed above the stage roof
- Replacement of window actuators within the Main Hall

29.4 To consider replacing a further two actuators within the Civic Hall Main Hall

The Estate Manager explained to the Committee how a further two actuators had failed when the electrician attended the Civic Hall to fix the three actuators agreed at the Committee meeting on Wednesday 26th July 2023 and how it would be good to get replaced now before next summer, to ensure all was working correctly.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **SCOOP Electrical Services** for **£424.34+VAT** using budget code 4043 repairs and maintenance.

29.5– To note the current progress on the new Pavilion build

The Committee noted the current progress on the New Edmonds Park Pavilion.

The Committee expressed a concern regarding Thames Water and the water supply which could hold up the opening of the building. The Town Clerk and Estate Manager explained that they will be attending a meeting with the consultants and builders on Thursday 28th September and will gain more knowledge on the situation.

29.6 – To note the Loyd Pavilion works have been completed

The Committee noted that works had been completed at the Loyd Pavilion and were pleased with the results.

29.7 – To note the Civic Hall catering service order

The Committee noted that the catering service had been ordered for a cost of **£880+VAT** using MCFT.

The Estate Manager explained that DTC are currently awaiting a date of this service.

29.8 – To note the Lightning Protection servicing at Didcot Civic Hall and Willowbrook Leisure Centre

The Committee noted that the lightning protection service has been booked in for the Didcot Civic Hall and Willowbrook Leisure Centre. Total cost for the servicing to take place is **£270+VAT** (Didcot Civic Hall **£110.00** and Willowbrook Leisure Centre **£160.00**) using **Rodells**.

29.9 – To note the roller door shutter service for Didcot Civic Hall, The Outdoor Services Depot and Willowbrook Leisure Centre

The Committee noted the roller door shutter service at Didcot Civic Hall, Outdoor Services Depot and Willowbrook Leisure Centre for a cost of **£85 +VAT** per door. Total cost of service **£425+VAT** through **Sprint Door Systems**.

This service has been completed.

30. To note the Willowbrook report including the financial summary and consider recommendations.

The Committee considered the report.

30.1 – To the note Willowbrook usage figures

The Committee noted the Willowbrook usage figures.

The Estate Manager informed the Committee of the new groups hiring Willowbrook and how the usage figures will look different in the future due to Tuesdays now opening from 8am on our system, which will decrease the usage overall and we have increased the times available.

The Estate Manager also explained to the Committee how staff are looking at increasing the social media presence for the site and creating a new website for Willowbrook.

The Committee tasked the Estate Manager to speak to the hirers to ensure they tag Willowbrook into posts and on their own websites.

A discussion took place regarding starter rates for hirers at Willowbrook and the Committee tasked Officers to look at proposals to take to the Finance and General Purposes Committee.

30.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

The Town Clerk explained to the members that DTC will receive a rebate for the business rates paid by Willowbrook in 2022/2023 and the rates paid for both Willowbrook and Civic Hall through part of 2023/2024, through the Business Rate Relief Scheme.

30.3 – To note the current recruitment needs at Willowbrook

The Committee noted the current recruitment needs at Willowbrook, which included three new Leisure Assistants and one Team Leader.

30.4 – To note works completed at Willowbrook

The Committee noted the works that had been completed since the last Committee meeting which included: -

- Replacement fan for the Air Handling unit
- Various small works

30.5 – To consider installing insulation to areas in Willowbrook

The Estate Manager explained to the Committee that Willowbrook currently has little to no insulation, to start with DTC should look to put insulation above the reception and the function room.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **Polar FM** for **£3681.10** using budget code 4043 repairs and maintenance and this would cover the reception area and the function room.

The Committee asked the Estate Manager to investigate grants to cover these costs.

30.6 – To consider replacing a bollard outside the centre which had been damaged and removed

The Estate Manager explained that a bollard outside of Willowbrook had been driven into, damaged and had to be removed. DTC require this replacing for lighting at the entrance of Willowbrook so that the disabled parking would be lit up and visible.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to proceed with the quote from **Eco-Lectrical** for **£645.30+VAT** using budget code 4043 repairs and maintenance.

30.7 – To consider changing Willowbrook Leisure Centres name

The Estate Manager explained to the Committee how the Willowbrook Leisure Centre name clashes with the Willowbrook Park housing development in Northeast Ladygrove and was unsure if this name would stick or if it would cease when the development was completed he wanted to bring this to the attention of the Committee as a potential clash of names. When searching for Willowbrook Leisure Centre, the Willowbrook Park development is the first item that shows on Google.

The Committee asked the Estate Manager to speak to the hirers on their thoughts on the Willowbrook name as a whole and if this was something that should change.

It was decided that Officers should keep an eye on the development. When a new Leisure Centre is built within this development then the Planning and Development Committee should be made aware of the Leisure Centre name, so this doesn't clash with the Willowbrook name.

30.8 – To note servicing the moveable door within the function room

The Committee noted the moveable door service for the function room for a cost **£335+VAT** through **BH doors**.

30.9 – Any Projects to add to the 2024/25 Budget

The Town Clerk explained that one major project that will need investigating is the Splash Park. The Town Clerk explained if this goes ahead there will be no further funds available for any new major projects.

Cllr K Morrison wanted the Condition survey to be looked at for the next financial year.

31. To consider the updating the planned flower beds at the New Edmonds Park pavilion

The Committee considered the report.

The Committee heard how the new Edmonds Park Pavilion cannot be completed without the planting taking place within our current planning application. As the planting would need to take place in December/ January this isn't possible due to possible snow and heavy frosts as the plants would die.

The Outdoor Team investigated the current planned planting scheme proposed by the builders and stated most would not be viable and. In their opinion, could be completed cheaper.

The Estate Manger presented two options.

Option 1 – The builders complete the planting but add an amendment so the building can be signed off with planting taking place in the spring.

Option 2 – To add an amendment for the Outdoor Services Team to complete the planting and ask the builders to amend this.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to **RECOMMEND** option two to request an amendment to the planning authority for the Outdoor Services team to complete the planting at the new Edmonds Park Pavilion and for the Officer to speak to the South Oxfordshire District Council Bio-Diversity team regarding the new proposed planting scheme to gain approval.

32. To consider the future of the tennis courts in Ladygrove

The Committee considered the report.

The Estate Manager gave a summary on the history of the tennis courts in Ladygrove and explained how the Ladygrove Management Working Group decided that the Property and Facilities Committee pursue with options for the tennis courts in Ladygrove.

A discussion took place between the Councillors exploring if charging for the courts would be viable, and to run this from Willowbrook.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones and **RESOLVED** to recommend that the Ladygrove Tennis courts be kept as free to use and review depending on vandalism. Cllr H Macdonald abstained from the vote.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones and **RESOLVED** to proceed with the quote from Fleet Lining for **£510.10+VAT** to purchase the Paints and three saddle bags required to paint all courts.

33. To note the progress report on items not on this agenda

The Committee noted the progress report.

The Committee agreed that the item from 30/5/22 Min should be removed.

34. 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.

35. To consider the direction of Willowbrook Leisure Centre

The Committee considered the report.

The Estate Manager explained to the Committee the history Willowbrook and presented to the Committee the report compiled by the Mulhall Leisure Consultants. The following three proposals were explained: -

1. Didcot Town Council continues the in-house operation of Willowbrook Leisure Centre
2. Look to put the facility back out to tender
3. Didcot Town Council continues to run the in-house operation but create a new charitable company

A discussion took place with all Councillors stating which option the Council should go with. The Town Clerk explained how much work would be involved with proposal three.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to **RECOMMEND to FULL COUNCIL** to continue with proposal one Didcot Town Council continue to run in-house operations with a view to moving to proposal three - that Didcot Town Council continue to run in house operations and create a charitable trust.

36. To consider taking in specialist support for the building of the North Brook Community Centre

The Committee considered the report.

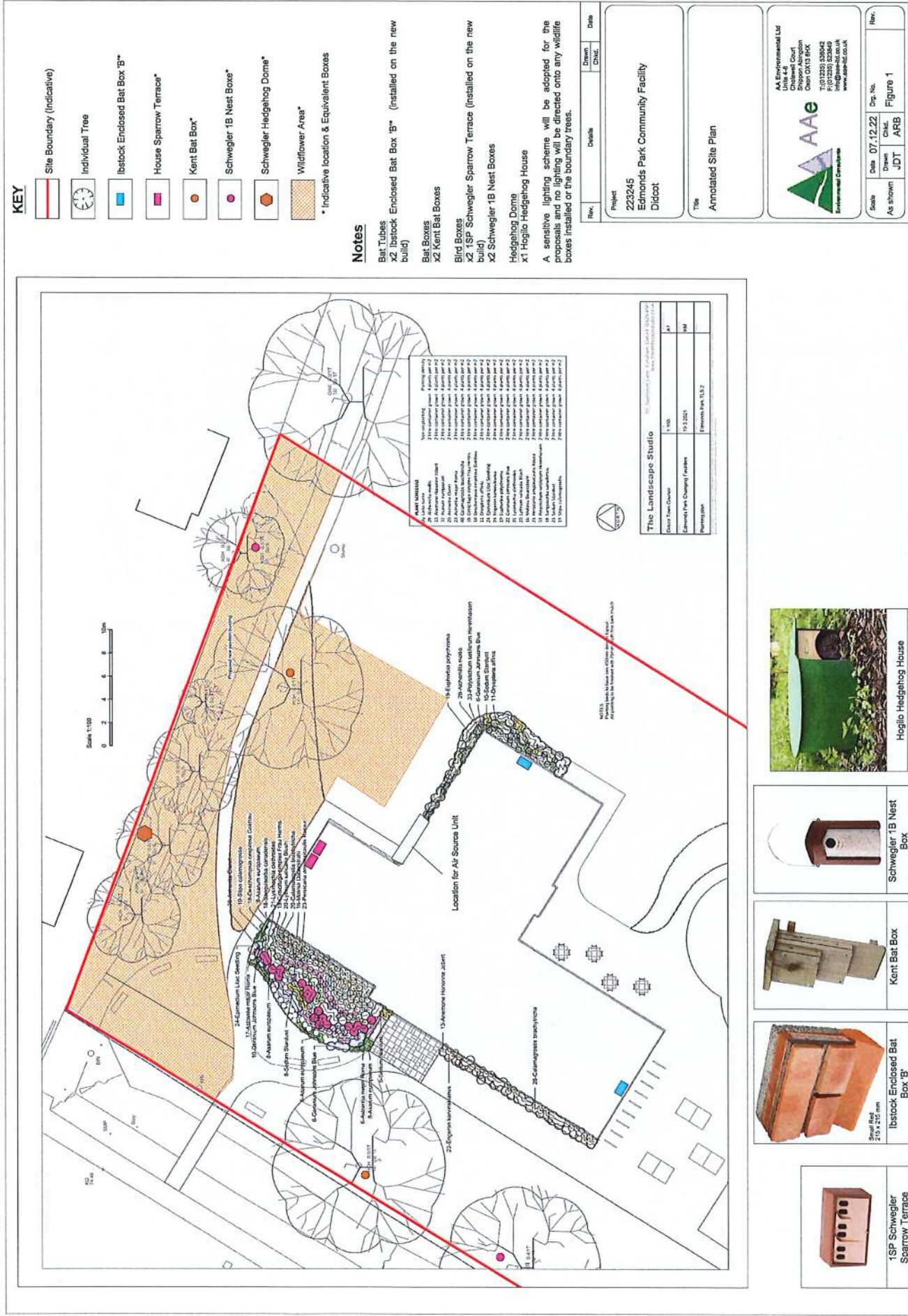
It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to work with **Mr N White** on a job by job basic for **£45per hour**. It was **AGREED** that Mr N White look through the North Brook Community Centre specification for three hours.

Meeting closed at 21:20

Signed _____ Chairman Date _____

DRAFT

ITEM 4 e ii - MIN 31 NEW PLANTING FOR EDMONDS PARK PAVILLION

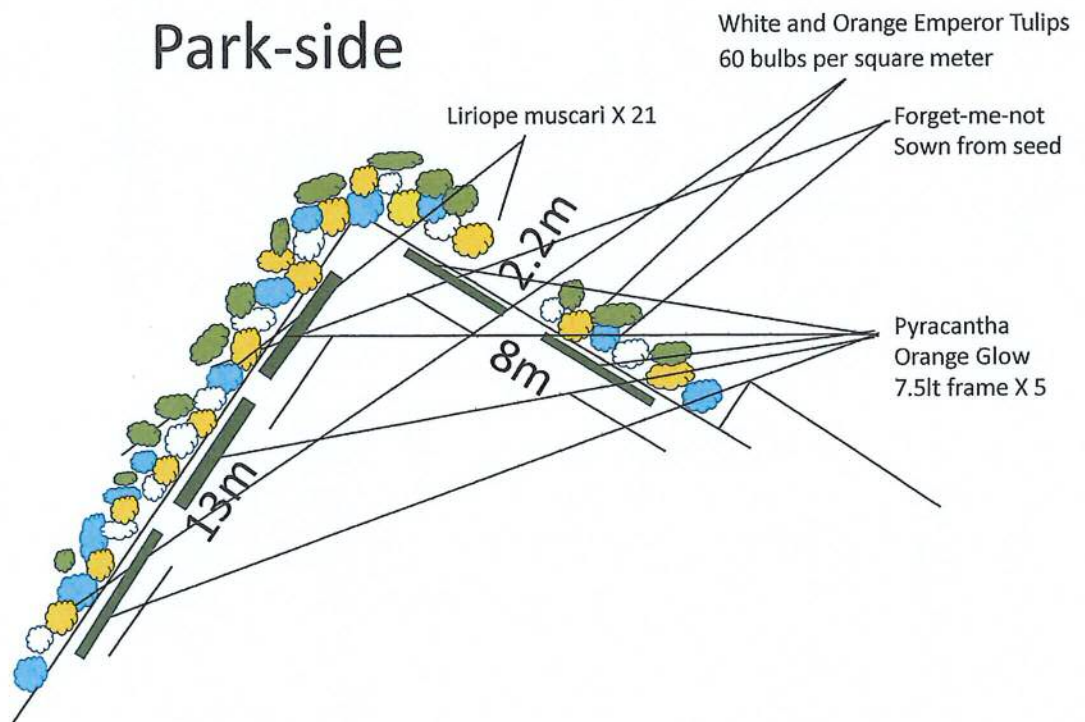


4 E ii - 1

PLANTING

Spring

Park-side



PLANTING

Spring

Tulip White and orange Emperor

Forget-Me-Not (from seed direct to bed)



A regal variety that has long lasting big blooms



Liriope muscari
Foliage only (evergreen)

Park-side



PLANTING

Plant quantities and varieties

Liriope muscari X21
Pyracantha on frame 7.5ltr X5
White and orange Emperor Tulip bulbs X 200
Forget-me-not Packets of seeds
Alchemilla mollis X21
Allium Purple Sensation X 150
Achillea Terracotta X30
Geum Totally Tangerine X21
Salvia Caradonna X21
Hydrangea paniculata 'Vanille Fraise' X3
Hebe Margret X5
Phlox paniculate 'David' X18
Astrantia Roma X 18
Liriope muscari white X18
Veronica 'Red Fox' X18
Sedum Autumn Joy X18
Verbena Rigida X18
Gaura 'The Bride' X18
Liriope muscari white X18
Centaurea Amethyst in Snow X18
Mixed pink/purple shades Tulips
X200
Lavender Vera X8
Erysimum 'Bowles Mauve' X8
Mixed burgundy Tulips X60

PLANTING

Summer into Autumn Park-side

Allium 'Purple Sensation'



The best variety with striking purple star shaped flowers above blue/grey strap like foliage.
Dies back to ground level in the Autumn followed by new growth in the spring.
Ideal for back of border.
Height 1m
Spread 1m
Attractive to bees

Geum 'Totally Tangerine'



An herbaceous perennial which forms a low mound of foliage along with tall bright orange nodding flowers
From May until October.
Attracts both bees and other pollinators.

PLANTING

Alchemilla mollis

Summer into Autumn



Easy-to-grow hardy herbaceous perennial that thrives in most situations. Attractive in both flowers and foliage. In early to mid summer, masses of tiny yellow flowers are born on lax, spreading stems giving a frothy appearance.

Cut back foliage after flowering
Ideal for front of border

allowing 50cm between plants.

Height 0.5m

Spread 0.5m

Attractive to bees and

beneficial insects.



Park-side

Salvia Caradonna



A perennial sage with spiky nectar rich purple/blue flowers from May to July.

Attractive to bees and other beneficial insects.



Achillea 'Terracotta'

A perennial with feathery foliage and bright orange flat flower heads carried all Summer. Plants spread to sizeable clumps without being invasive.

Very attractive to bees and beneficial insects.

PLANTING

Summer into Autumn Park-side

Liriope muscari



Clump forming non-invasive and incredibly tough. Produces masses of purple/blue flower spikes from August to October.

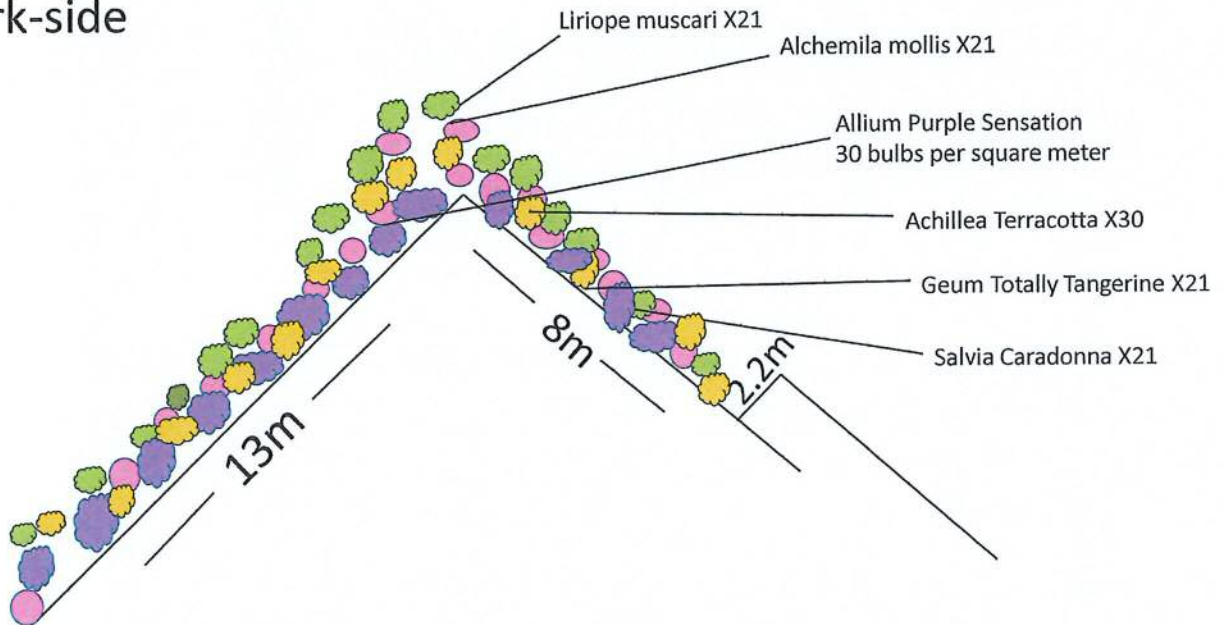
Height 50cm

Spread 50cm

4-E11-8

PLANTING

Summer into Autumn Park-side



PLANTING

All year-round interest

Park-side

Pyracantha 'Orange Glow'



A glossy evergreen wall shrub with white fragrant flowers followed by bright orange berries. An excellent intruder deterrent and may also deter graffiti.

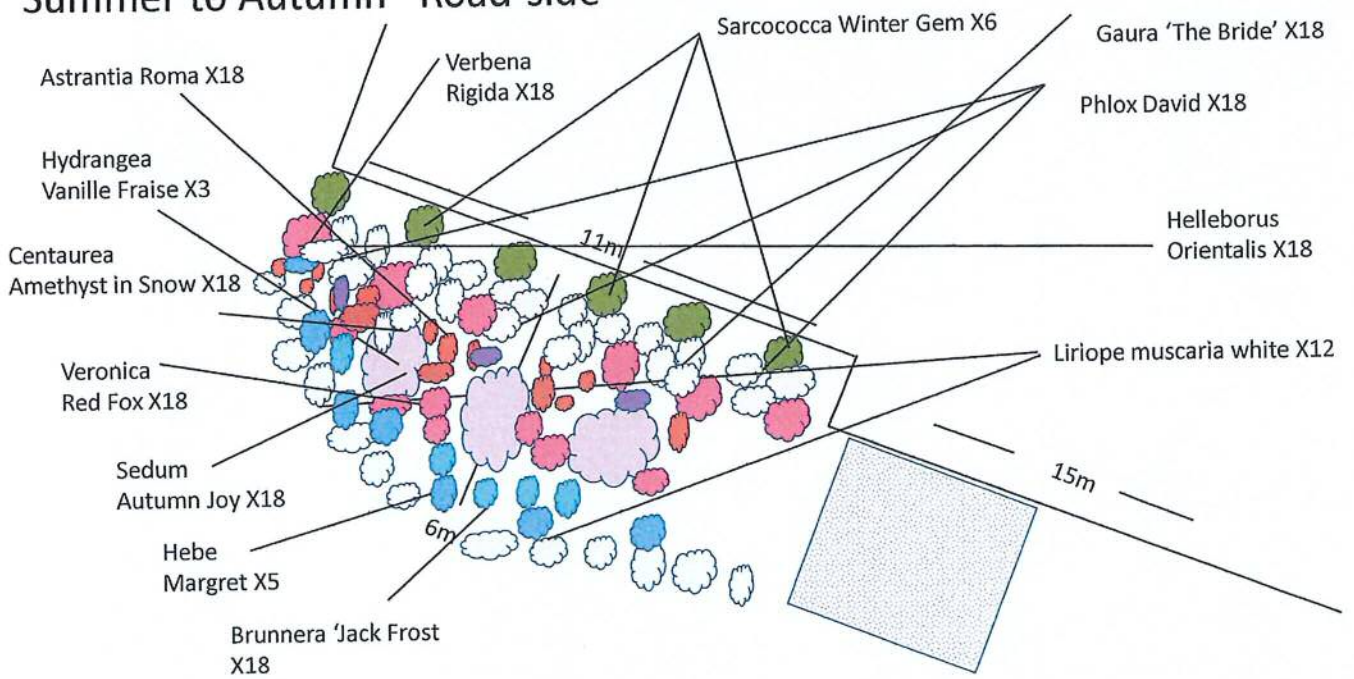
Height 2m

Spread 3.5m

Attractive to both pollinators and birds.

PLANTING

Summer to Autumn Road-side



PLANTING

Summer to Autumn

Phlox paniculate 'David'



Bushy upright perennial with dark green narrow leaves and fragrant white flowers.
Height 1m
Spread 0.5m
Attracts bees and other pollinators

Astrantia Roma



Soft paper like flowers.
Height 60cm
Spread 0.5m
Attracts bumble bees and hoverflies

Veronica spicata 'Red Fox'



A vibrant clump of slender pink flowers
Height 0.5m
Spread 30cm
Attractive to bees

Road-side

PLANTING

Summer to Autumn

Sedum Autumn Joy



Late flowering vigorous variety
Height 0.9m
Spread 0.6m
Attractive to bees and other
pollinators

Verbena rigida



A low growing perennial
producing an abundance of
purple flowers.
Height 0.6m
Spread 0.5m
Attractive to all pollinators

Gaura 'The Bride'



A soft flowing perennial with
delicate flowers.
Height 90cm
Spread 0.6m
Attracts bees

Road-side

PLANTING

All-Year-Round Interest

Sarcococca hookeriana Winter Gem



An evergreen shrub with glossy green leaves and highly scented white flowers in the Winter.

Height 0.5m
Spread 0.5m

Helleborus orientalis



Evergreen perennial with large flowers
In early Spring.

Height 0.5m
Spread 0.5m

Attractive to pollinators

Liriope muscari white



A low maintenance plant
for edging borders. Pure
white flowers appear on
top of rich green foliage.

Height 0.3m
Spread 0.5m

Attractive to bees and
other pollinators

Road-side

PLANTING

Spring to Summer Road-side

Brunnera 'Jack Frost'



Early flowering perennial with blue flowers
Height 0.5M
Spread 0.5m
Attractive to bees

Centaurea Montana Amethyst in Snow



A perennial cornflower with a low spreading habit
Height 0.5m
Spread 0.6m
Attracts all pollinators

Mixed Tulips



PLANTING

Summer to Autumn Road-side

Hydrangea paniculate
Vanille Fraise



A deciduous shrub with pyramid-shaped
creamy flowers turning to pink

Hebe Margret



A dwarf shrub with pale blue flowers
Height 0.6m
Spread 0.6m

ITEM 6 - LETTER TO MOORE LLP
EXTERNAL AUDITOR

Didcot Town Council

5th October 2023

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



TO WHOM IT MAY CONCERN

Re: Annual Governance and Accountability Return for the Year ended 31 March
2023 – External Auditors' report

Didcot Town Council do not accept the other matter referred to in the External Auditor's report on their 2022-2023 AGAR viz *"an element of general reserve is a practical necessity. Best practice suggest that this should be something between 0.5 and 2.0 times the annual precept."*

Recommended practice is set out in paragraph 5.33 of "The Practitioners' Guide ('the guide') issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return". This states that *"The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure."*

This is at variance with the Auditors' assertion above. Didcot Town Council therefore proposes to be guided by JPAG in the adoption of its minimum General Reserve Policy.

The Council is aware that, due to a number of unforeseen adverse factors its General Reserve fell to significantly below this level during 2022-2023. The Council has already incorporated, in its Medium Term Financial Strategy (recently adopted) and hence in future Budgets, measures to correct this decline over the medium term (ie by 2028/2029 at the latest). This process will be augmented by rigorous budgetary control and any savings achieved thereby will accelerate the recovery process.

Town Clerk
Council Offices, Britwell Road
Didcot
Oxon OX16 7HN

Phone: 01235 812637
Fax: 01235 512837
E-mail: council@didcot.gov.uk
www.didcot.gov.uk

ITEM 6

LETTER TO MOORE -
EXTERNAL AUDITOR

We would be grateful for confirmation that this is correct regarding the level of general reserves.

Yours sincerely



Mrs J Wheeler
Town Clerk and Responsible Finance Officer

Town Clerk
Council Offices, Britwell Road
Didcot
Oxon OX16 7HN

Phone: 01235 812837
Fax: 01235 512837
E-mail: council@didcot.gov.uk
www.didcot.gov.uk

6-2

ITEM 7

INSURANCE
RENEWAL



Insurance | Risk Management | Consulting

Private & Confidential

Mrs J Wheeler
Didcot Town Council
Council Offices
Britwell Road
Didcot
Oxfordshire
OX11 7HN
United Kingdom

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4RY

Tel: 01483 462 860

www.ajg.com/uk

27th October 2023

Dear Janet,

Insurance Policy: AJG Community Schemes

Client Name: Didcot Town Council
Client Reference Number: 65336137
Policy Number: 8308107
Effective Date: 29/11/2023

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

As a reminder, in order to ensure rate stability, Didcot Town Council chose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, with effect from 28/11/2023. This means Didcot Town Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire on 28/11/2025.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.
- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

*Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Didcot Town Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf*

7-1



Insurance | Risk Management | Consulting

For further information regarding your obligations under the LTA, please see the LTA wording contained within the attached Schedule of Insurance.

Didcot Town Council Renewal Terms under Long Term Agreement until 28th November 2025

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£22,016.28	£2,641.94	£75.00	£24,733.22
Total		£22,016.28	£2,641.94	£75.00	£24,733.22

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us when Didcot Town Council entered into their long term agreement, to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information and any additional information provided by Didcot Town Council in response to our Pre Renewal email.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Didcot Town Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.



Insurance | Risk Management | Consulting

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.

This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0



Insurance | Risk Management | Consulting

- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1
- AJG Community Schemes - Endorsement - Long Term Agreement - 999.0

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Next Steps

In order to renew the policy for Didcot Town Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Didcot Town Council
3. Confirm that the policy for Didcot Town Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 29th November 2023
4. Pay for your policy by the renewal date 29th November 2023

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,



Insurance | Risk Management | Consulting

The Community Team

Tel: 01483 462860

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



MOTION ONE

ITEM 8

Janet Wheeler

From: Olly Glover
Sent: 26 October 2023 21:21
To: Janet Wheeler
Cc: Tony Worgan
Subject: Motion to Full Council on road closure/works planning.

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Janet

Please find below text for a motion for November's Full Council meeting, to be proposed by me, and seconded by Councillor Worgan.

Olly.

"Didcot Town Council welcomes long overdue investment in infrastructure in and around Didcot. It also fully supports the absolute requirement for staff to work safely, which sometimes means closures of local roads.

However, improvement works must be done in a planned and controlled way, such that only a limited amount of disruption is caused at any one time.

The current simultaneous closures of the Broadway and Manor Bridge are causing unacceptable delays for local residents and businesses, whether using public transport or their own vehicles. The Council asks the Clerk to write to Oxfordshire County Council on behalf of Didcot Town Council to advise that this level of disruption on multiple routes in and around Didcot at the same time is not acceptable, and to ask what measures the new administration running Oxfordshire County Council can put in place to avoid affecting multiple routes at the same time in future."

Cllr Olly Glover

Ladygrove Ward, Didcot Town Council

Email: oglover@didcot.gov.uk



Janet Wheeler

From: Tony Worgan
Sent: 27 October 2023 12:34
To: Janet Wheeler; Chris Jennings
Subject: Motion for Full Council on 6th November

Follow Up Flag: Follow up
Flag Status: Flagged

Janet

I wish to propose the following motion. It will be 2nd ed by Cllr Jennings.

Didcot Town Council:

- notes concerns raised by the RSPCA regarding pets given as prizes via fairgrounds and other channels
- Is concerned for the welfare of those animals that are being given as prizes
- happily notes that the operator of Fairs in Didcot do **not** give animals as prizes
- supports a move to ban the giving of live animals as prizes, in any form

Didcot Town Council agrees to:

- Ban outright the giving of live animals as prizes, in any form, on land under the control of the Town Council.

Tony Worgan

Cllr Tony Worgan

Email: tworgan@didcot.gov.uk



Didcot Town Council contact details: 01235 812637 / council@didcot.gov.uk / www.didcot.gov.uk

Didcot Civic Hall contact details: 01235 512436 / civichall@didcot.gov.uk



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