

## Notice of a meeting of the

### **Environment and Climate Committee**

Wednesday 15<sup>th</sup> May 2024 at 7.30pm

All Saints Room, Civic Hall



**Members of the Environment and Climate Committee are summoned to attend a meeting on Wednesday 15<sup>th</sup> May 2024 at 7.30pm.**

### **Admission of the public and media**

The Council welcomes members of the public to its meetings in accordance with the Public Bodies (Admission to Meeting) Act 1960.

### **Reports and minutes**

We add reports and minutes to our website.

### **Recording, photographs, and filming**

The press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such members of the public may be recorded or photographed during the meeting.

We ask that anyone wishing to record or photograph the meeting notifies the Town Clerk before the start of the meeting.

### **Public participation**

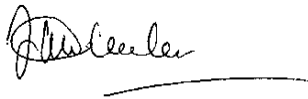
The Council welcomes the public's involvement in meetings, which must be in accordance with our rules (Standing Orders 30 - 32 on a matter before the Council).

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

To find out about participation, please email the Deputy Town Clerk at [lblake@didcot.gov.uk](mailto:lblake@didcot.gov.uk)

# Agenda

1. To elect the Chair of the Environment and Climate Committee
2. To elect the Deputy Chair of the Environment and Climate Committee
3. To receive apologies
4. To receive declarations of interests  
Members are reminded to declare any interests they may have on any item on this agenda in accordance with Didcot Town Council's Code of Conduct
5. To review the Environment and Climate Committee Terms of Reference **(attached)**
6. To agree the minutes of the meeting held on 11<sup>th</sup> March 2024 as a true and correct record **(attached)**
7. Questions on the minutes and review the progress report **(attached)**
8. To note the Outdoor Services Manager's report and recommendations to the Committee **(attached)**
9. To consider the applications to hold events on Town Council owned and managed land report and the recommendations to the Committee **(attached)**
10. To consider the quotes for work to turf the outside of the new Community and Sports pavilion **(attached)**
11. To discuss what the Committee might wish to achieve this year and suggest ideas for any future projects



Janet Wheeler  
**Town Clerk**  
9<sup>th</sup> May 2024

## **Voting members:**

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

## **Nominated Substitute Members:**

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

Didcot Town Council

---



## Terms of Reference

### Environment and Climate Committee

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

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

## Didcot Town Council

---

### **Environment & Climate Committee** Monday 11<sup>th</sup> March 2024 at 7.30pm All Saints Room, Civic Hall



## **Minutes**

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

### **PRESENT**

#### **Councillors:**

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

#### **Officers:**

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

### **61. To receive apologies**

There were no apologies. All members were present.

### **62. To receive declarations of interest**

No declarations of interest were received.

### **63. To agree the minutes of the meeting held on 13<sup>th</sup> November 2023 as a true and correct record**

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.

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

The Committee noted the progress report – shown on the next page.

Cllr A Hudson asked about the trees in Edmonds Park and the progress of the work there. The OSM explained that the work to reduce the crown of the trees next to the new Community and Sports Pavilion is due to commence in the next week following the completion of the pavilion.

There were no other questions.

Action	Responsible	Rating	Meeting 15.01.2024	Meeting 11.03.2024
Tidying up of the noticeboards	Officers	Amber	2 new staff members had joined the team so work to tidy the boards would start asap.	Boards have been measured and new backing boards have been ordered.
Smokefree play park signs	Officers	Amber	OCC had been contacted again at the beginning of January 2024. Schools would be contacted again to see if there was any more interest.	No more interest has been received.
'Sow & Grow' – Community Planting project at New Road allotments	Officers	Amber	The ground preparations had been delayed due to staffing issues. Two new members had since started working for DTC so the work was due to commence.	Construction of the polytunnel is well underway. The frame is up and the access road/path has been completed. A talk was held on 28 <sup>th</sup> February at the Civic Hall to encourage people to 'sign up'.
Zip wire inspections	Officers	Green	OSM was still awaiting quotes.	Completed.
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	The Developer was contacted on 30 <sup>th</sup> November 2023 to ask if they could financially contribute. No response was received. Companies had been contacted to quote for this work.	On the agenda for discussion.

**65. To note the External Income and Expenditure to date for external works, as updated on 5<sup>th</sup> March 2024 – emailed to members 8<sup>th</sup> March 2024**

The Committee noted the updated figures, as of 5<sup>th</sup> March 2024.

**66. To consider the Outdoor Services Manager's report**

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

Ladygrove Park

20. The Committee was asked to consider approving an order for 20 tonne of play grade bark to ensure the levels in Ladygrove Park meet the requirements. This was quoted at £1,324.80 (inc VAT).

It was proposed by Cllr K Morrison, seconded by Cllr L Hislop, and **RESOLVED** to accept the quote to 'top up' the play bark in Ladygrove, at a cost of £1,324.80 to come from cost centre 309/3149 'Bark Top-Up'.

All members agreed.

Ladygrove Lakes

24. Canada Geese.

The Committee considered various options of deterring the geese in the future, but noted this would be a difficult task. Staff did not want to cull the birds so more humane deterrents were discussed.

It was proposed by Cllr L Hislop, seconded by Cllr J Broadbent, and **RESOLVED** to investigate hiring 'birds of prey' to deter the geese before they settle. Officers would look into this.

All members agreed.

Events

Edmonds Park

26. SODC Xplorer Orienteering Event – Wednesday 3<sup>rd</sup> April 2024, 9am – 1pm

- Free to attend family event for the community

27. SODC Xplorer Orienteering Event – Tuesday 20<sup>th</sup> August 2024, 9am – 1pm

- Free to attend family event for the community

Ladygrove Park

28. Didcot 5 mile run and 2-mile fun run – Sunday 7<sup>th</sup> July 2024, 7am – 12.00 midday

- Chargeable event for the community



29. SODC Xplorer Orienteering Event – Tuesday 6<sup>th</sup> August 2024, 9am – 1pm

- Free to attend family event for the community

Ladygrove Lakes

30. Wildlife Trusts – Saturday 13<sup>th</sup> and Sunday 14<sup>th</sup> April 2024, 10am – 4pm

- Educational and informative boards to be displayed at the lakes

It was proposed by Cllr A Hudson, seconded by Cllr K Morrison, and **RESOLVED** to approve the dates for these events. There would be no charge for the SODC events or the Wildlife Trusts event.

The Committee **RESOLVED** to charge Didcot Park Run £200 for the hire of the park for this event, on the same condition as last year – that Didcot Runners supply the Council with a statement confirming all proceeds from the event would go to registered charities – *Officers were to inform the organisers that this charge could potentially increase next year in line with the current charity hire charges.* Organisers of this event could apply for a grant to cover the cost of the hire. All members agreed.

#### **67. To consider the report on a new three-year Tree Inspection Contract and the recommendations to the Committee**

The Committee considered the report and whilst members agreed a new contract was needed for the inspections of the Town Council's trees, more details should be sought from ODS regarding the quotation.

It was proposed by Cllr J Broadbent, seconded by Cllr A Hudson, and **RESOLVED** to approve this in principle, subject to additional information being received. All information received would be distributed to members via email before a final decision on the contract is made.

#### **68. To note the update on the 'bollards' at Stubbings Field**

The Committee noted the update. Officers were waiting on more quotes for this work and were continuing to liaise with the developer.

#### **69. To consider the request from Didcot Town Youth Football Club to install fencing at Edmonds Park**

The Committee considered the request. Concerns were raised regarding missing details of the planned installation and members asked Officers to ensure all relevant

information, including RAMS and insurances were obtained prior to any work being approved.

It was proposed by Cllr G Roberts, seconded by Cllr K Morrison, and **RESOLVED** to approve the installation of the fencing in principle, provided that the Club provide all relevant risk assessments, method statements and insurance details of the contractor. All members agreed.

**70. To consider Expressions of interest for SODC's Community Infrastructure Levy Pilot Grant Fund**

The Deputy Town Clerk informed the Committee that an application for improvements to the access of Didcot Town Council's open spaces in Ladygrove and at Millennium Woods, had been submitted earlier in the day.

The Committee decided no further applications needed to be submitted at this time and thanked the Deputy Town Clerk for the work on the application.

**71. To note the update on the GWP allotment sites report and recommendations to the Committee**

The Committee noted the report which detailed the size of both allotment plots 40 and 44, one of which is in the Didcot Parish boundary, and one is in East Hagbourne.

The need for space for future cemetery provisions was discussed - plot 44 was suggested as a possible suitable location. Members requested that Officers investigate this further by contacting Hagbourne Parish Council on their views on this and whether they would support Didcot Town Council discussing the possibility of a change of use of the land at this site, with the developer.

**72. To note the agreed notes from the Ladygrove Management Working Group meeting held on 21<sup>st</sup> September 2023 and the draft meeting notes from the meeting held on 25<sup>th</sup> January 2024**

The Committee noted the meeting notes from both meetings.

**73. To note the draft meeting notes from the Allotment Liaison Group meeting held on 22<sup>nd</sup> February 2024 and recommendations to the Committee**

The Committee noted the meeting notes from the Allotment Liaison Group and considered the recommendations.

*Recommendation 1 – Consider a separate awards event for allotment holders*

The Committee discussed this proposal and whilst they agreed in principle, members wanted more detail on what the event would like, from the Allotment Liaison Group. Cllr L Hislop suggested the event could be incorporated with the Edfest event.

It was proposed by Cllr L Hislop, seconded by Cllr J Broadbent, and **RESOLVED** to approve the separate awards in principle subject to receiving more information on how it would be run and funded. All members agreed.

*Recommendation 2 – Consider extending the drainage ditch at New Road allotments*

The Committee considered the recommendation. It was proposed by Cllr A Jones, seconded by Cllr J Broadbent, and **RESOLVED** to agree to the work in principle. The outdoor team would clear the brambles and any work on extending the ditch could be done with the support of some allotment tenants, on a date to be agreed. All members agreed.

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.

**74. To consider the report regarding a memorial in the Kynaston Road Cemetery**



The Committee considered the report and the recommendations.

It was proposed by Cllr K Morrison, seconded by Cllr A Jones, and **RESOLVED** to re-set the memorial at the cemetery at a cost of £45. This would be subject to confirmation from the company that they will adhere to the National Association of Memorial Masons Code of Working Practice. All members agreed.

**The meeting closed at 8.37pm**

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

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

Action	Responsible	Rating	Meeting 11.03.2024	15.05.2024
Tidying up of the noticeboards	Officers	Amber	Boards had been measured and ordered.	<p>All the notice boards have now been restored.</p>  <p>The three old boards on the wall outside the Civic Hall have also been removed and replaced with a new, public noticeboard.</p> 
Smokefree play park signs	Officers	Amber	No more interest had been received.	This will be revisited.

Environment & Climate Committee Meeting 15.05.2024  
Agenda Item 4- Progress Report

‘Sow & Grow’ – Community Planting project at New Road allotments	Officers	Amber	Construction of the polytunnel was well underway. The frame had been put up and the access road/path had been completed. A talk was held on 28 <sup>th</sup> February at the Civic Hall to encourage people to ‘sign up’.	To be covered in the OSM report.
Investigate costs to install chicanes/bollards at Stubbings Land	Officers	Amber	Was on the agenda for discussion. The Deputy Clerk would chase up the developer.	The developer confirmed in an email dated 08.05.2024 that their “Adoptions Team will need to check this with the Council due to adopt the land as we would like to help but unfortunately it is not as simple as installing something on land that won’t belong to us long term”. Further updates should be available in the next few weeks.
CIL Grant Fund application (EOI)	Officers	Amber	Committee were informed that an EOI form had been submitted for access improvements in Ladygrove and Millennium Woods.	The Deputy Clerk received an email on 23.04.2024 to inform her that DTC had been invited to submit a full application for the sum of £175,000. The application will be sent in the near future.
Fence installation by DTYFC	DTYFC	Amber	The Committee resolved to approve the installation of fencing in principle, provided that the club provide all risk assessments, method statements and insurance details of the contractor.	No further update has been received.

## **Environment and Climate Committee**

15<sup>th</sup> May 2024 at 7.30pm

Report author: Mike Blake



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

### **Introduction**

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

### **Recommendation**

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

### **Allotments – General**

3. Allotment inspections are taking place this month and will be completed by the Community and Allotment Officer and the representative from each site. So far four sites have been completed with the last site being inspected this week. Results from these inspections will be made available to members of the Committee in due course.

### **New Road allotments**

4. I have had a look at the drainage issue at the New Road site, and it seems to be a bigger job than first anticipated. Although the outdoor team could potentially work on the actual drainage, the ditch will need to be extended.

## Recommendation

5. The Committee should consider allowing the OSM to contact a professional drainage expert for advice before any work is undertaken as this could potentially affect the Fleet Meadow Community centre.

Ensuring adequate drainage at New Road may even help the community centre as the building suffers with standing water too.

## Community Polytunnel

6. I just wanted to give an update on the Community Polytunnel. The Community and Allotment Officer has so far generated over 2,700 plants from seed. These will be distributed across DTC sites as soon as they are ready.

This has saved the Council over £2,000 on planting so far this year. I would just like to say that this would not be possible if it wasn't for all the hard work she has put into this project, even during her own personal time.





## Cemetery

7. There have been six burials and four ashes interments since the last meeting of the Environment and Climate Committee.
8. Two members of the outdoor team and myself attended a Memorial Inspection course which took place at the Civic Hall - the practical side took place in the Kynaston Road Cemetery. Although representatives from other Councils were impressed with how tidy and well-kept the cemetery was, the checking of the memorials during the practical aspect of the course, proved that some of the older memorials need attention. A memorial inspection (topple test) will be taking place in the very near future – this is usually carried out every five years.
9. Maintenance of the cemetery is being done every two weeks. We have had a lot of positive comments this year regarding how tidy the cemetery is being kept.
10. The flower beds are due to be planted up as soon as the seedlings from the polytunnel are ready for planting.

## Civic Hall

11. The community garden at the side of the Civic Hall is underway. Last year it had a 'Feed the Rainbow' theme featuring a Tarquin the Unicorn. This year it has a beach theme teaching the children to be beach safe and environmentally aware - yes Tarquin has returned!







## **Parks – General**

12. Fortnightly cutting and maintenance have started across all our sites. The only open spaces that get cut weekly are the football pitches.
13. The team have had a few issues recently with dogs chasing the mowers and vehicles, whilst they carry on their daily tasks. The dogs are getting in the way of Council maintenance vehicles. This is becoming a more frequent issue as more and more dogs are off lead.
14. The parks and open spaces are not secure dog walking fields and are working spaces. Maintenance vehicles come on and go on a daily basis and some walkers are allowing their dogs to continue to run up to and alongside the vehicles.

## **Recommendation**

15. The Committee should consider purchasing signs for all entrances to our outdoor spaces to remind visitors that it is a legal requirement that dogs must be kept 'under control' at all times and reminding them that maintenance vehicles will be accessing the areas throughout the day.  
The exact costs for the signs are unknown at the moment, as I am deciding on how many we need and what information needs to be shown but the overall cost will be taken from cost centre 307/4194, 'Street Furniture'.  
The overall cost should be within my own approved spending power.

## **Smallbone Recreation Park**

16. The new, replacement panel we were waiting for has arrived and been installed. This piece is custom made and cost half the price of the original panel, which had been replaced twice in the past.



17. The memorial flower bed at Smallbone Rec is really flourishing. I just wanted to share a few photos of how it looks currently:



## Edmonds Park

18. The trees that were overhanging the splash pad area have been cut back, which should help minimise leaves from falling from the trees and blocking the filters.
19. The tender for the teen play provision was decided by the Finance and General Purposes Committee and will be ratified by Full Council on 14<sup>th</sup> May 2024. They decided to go with a ninja warrior style play provision which will be the first one in Oxfordshire.
20. The Photinas that were planted alongside the tennis courts and outside the park are thriving and the soil bund at the tennis courts is producing wildflowers.
21. The outdoor team installed bollards along the grass verges in the car park. This was done because people were parking on these areas and chewing up the grass. The cost for these came in under £200.
22. Secondary chains need to be fitted to the group swing - as this is a legal requirement this work has already been authorised and we are waiting on the installation.

## Ladygrove Park

23. It was previously agreed by the Committee to 'top up' the bark area under the zip wire in the play area. There have been issues getting hold of this due to the weather and the supplier not being able to get into the woods. They have since come back to me with a revised quote which is more expensive, however, I do have a solution to this. Last year the bark area in the teen area in Edmonds Park was topped up. Due to the upcoming redevelopment of this area, new bark will be applied. Therefore, the bark from Edmonds Park can be relocated to Ladygrove Park at no extra cost.
24. The sand in the sandpit needs topping up, but the cost of this is within the OSM's spending power.

## Ladygrove Lakes

25. The water level at the lake is the highest it's been in a long time so much so we thought that it would flood this year! Luckily this hasn't happened.
26. All the bank work has been completed around both lakes which marks the end of the heavier landscaping work that has taken place over the last 18 months.
27. Three of the big willows were pollarded around the pathways of the big lake. This was done for two reasons; one was because there was dead wood hanging over the path, and two, so we can reduce the size to try and stop affecting the lake levels.
28. The fishing club purchased over 350 aquatic plants for the lakes, which became a joint planting project with the club and outdoor team. These plants, once established, should help maintain the oxygen levels.
29. The outdoor team installed an inclusive picnic bench by the small lake on 9<sup>th</sup> May 2024. This was made by the team. The same bench will be installed on the top of the mound and at the new pavilion in Edmonds Park. The total cost for materials was just under £200.







## Staffing

30. Three members of the outdoor team including myself attended a Cemetery Memorial inspection course.
31. The outdoor supervisor passed his tree felling course at the end of March and another two members are booked on for cross cutting and basic chainsaw technique course for mid-June. This course must be done before they can move on to the tree felling course.
32. Our Horticultural Apprentice has started college and is in his fourth week there.

## Vehicles

33. The gator has had to be serviced and whilst this was carried out, it was noticed that a few parts needed replacing on it. I haven't received the quote for this work yet.
34. The Alke has once again, needed more work and has been off the road for the last four weeks. We need to decide if this vehicle is worth keeping as we have spent almost £7,000 on repairs over the past two years, with the work needed now to add to this. It is not an appropriate vehicle for the outdoor team.

We could potentially 'sell' this vehicle back to the company, but this could only happen once all repairs have been undertaken. The outdoor team would need a replacement vehicle if this were to happen.

# Environment and Climate Committee

## 15<sup>th</sup> May 2024

Report Author: Lucy Blake



# Applications to hold events on Town Council owned/managed land

## Introduction

1. This report informs the Committee on the applications received to hold events on Town Council owned and managed land.
2. The Committee is asked to consider each application and decide whether to approve them and what charge, if any, may apply.

## Background

3. Didcot Town Council hire out the park open spaces for events and charge a hire fee. These charges are set annually.
4. The parks usually hired for events include Edmonds Park, Ladygrove Park and Loyd Recreation Ground.

## Applications

### 5. Edmonds Park

<b>a. Event Name</b>	Colour Run
<b>Organiser(s)</b>	2 <sup>nd</sup> Didcot Guides
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Tuesday 25 <sup>th</sup> June 2024
<b>Time</b>	5.30pm – 9pm
<b>Details</b>	“A fund raising colour run for Guides and Brownies” using safe, non-toxic colours. Small area used for the girls to run around

To consider applications to hold events on Town Council owned and managed land

	and a stall selling crafts that the girls have made will be used to raise extra money. Proceeds to be split 50/50 between the Guides and Children in Need.
--	--

- DTYFC would need to be informed of this event.

<b>b. Event Name</b>	Family Friendly Inflatable Fun Days
<b>Organiser(s)</b>	Inflatable Fun Days
<b>Charity or not-for-profit organisation?</b>	No
<b>Date</b>	Thursday 29 <sup>th</sup> August – Saturday 31 <sup>st</sup> August 2024
<b>Time</b>	10am – 5pm for four trading days
<b>Details</b>	Open to public, 300 people per session. Event will include fairground equipment, lost children point, barriers/fencing, inflatables, PA system, portable generator, toilets, food/drink, concessions, ice cream and prize stalls. Want to set up on Wednesday 28 <sup>th</sup> August 2024 and leave at the end of Sunday 1 <sup>st</sup> September 2024.

- DTYFC would need to be informed of this event.
- Edfest has not yet confirmed a date for their event or submitted an application form.

## 6. Ladygrove Skate Park

<b>a. Event Name</b>	Skateboarding and Boxing sessions for young females
<b>Organiser(s)</b>	The Project PT
<b>Charity or not-for-profit organisation?</b>	Yes
<b>Date</b>	Thursday 1 <sup>st</sup> August 2024
<b>Time</b>	Undecided
<b>Details</b>	Aim is to deliver 2x free 60 minute sessions (1 skating and 1 boxing) for young females in the area, to increase female participation in sport. Funding has been given by OCC. All coaches fully qualified personal trainers.

## Legal Implications

- Didcot Town Council has the power to manage and control recreation grounds, public walks, pleasure grounds and open spaces – Local Government Act 1972, Sched 14, para 27 and the Open Spaces Act 1906, ss9 and 10.

## Financial Implications

8. The hire of the park for events are set annually. There is a separate charging band for charities. This will obviously provide an income for the Town Council.
9. There are financial implications with the maintenance of these spaces which is budgeted for annually.

## Risk Implications

10. Once approved, hirers need to provide the Town Council with all the relevant documentation for their event. This includes, but is not limited to, risk assessments, method statements, insurance certificates, qualifications, and payment.

## Recommendation

11. The Committee is asked to consider and approve each application and what, if any charges, will apply to them.

### Events previously approved and confirmed between May 2024 and April 2025

#### **Edmonds Park:**

- **Didcot Town Youth Football Tournament** – Saturday 8<sup>th</sup> and Sunday 9<sup>th</sup> June 2024
- **Achieve Oxfordshire community event** – Saturday 15<sup>th</sup> June 2024, 9am-5pm
- **Play Association – Vauxhall Barracks Fun Day** – Saturday 22<sup>nd</sup> June 2024, 11am-3pm
- **Hatwells Fun Fair** – 29<sup>th</sup> July – 12<sup>th</sup> August 2024
- **SODC Xplorers Event** – Tuesday 20<sup>th</sup> August 2024, 9am-1pm

#### **Ladygrove Park:**

- **Didcot Five, 5-mile race and 2-mile fun run** – Sunday 7<sup>th</sup> July 2024, 7am-midday
- **SODC's Xplorers Event** – Tuesday 13<sup>th</sup> August 2024, 9am-1pm

## **Environment and Climate Committee**

15<sup>th</sup> May 2024

Report Author: Lucy Blake



## **Grass options for the front of the new Community and Sports Pavilion, Edmonds Park**

### **Introduction**

1. This report asks the Committee to consider whether they wish to turf the area outside the new pavilion in Edmonds Park, or seed it, and if so, what quote to accept.

### **Background**

2. The new Community and Sports Pavilion in Edmonds Park was officially opened in March 2024.
3. Since completion the front of the building has been left muddy and needs some work.
4. Due to on-going work commitments, the outdoor team do not have the capacity to carry out this work in house in the immediate future.
5. Quotes were requested from numerous companies and the Council received one in time to be added to this report. A second quote should be available by the time of the next meeting.

### **Legal Implications**

6. Didcot Town Council has a legal duty to ensure all land owned and managed by the Council properly maintained, to minimise any risks to members of the public.
7. Sched 14, paragraph 27 of the Local Government Act 1972 gives the Town Council the power to manage and control open spaces.



## Financial Implications

8. There will be costs involved with carrying out any work at this site, as per the quotes provided:

<b>Company One</b>	
<b>Option one</b>	<b>Cost</b>
Turf – preparing and turfing the areas agreed on site totalling 1550m <sup>2</sup> , adding a thin layer of new soil where required	£17,350 (+VAT)
<b>Option two</b>	<b>Cost</b>
Seed – preparing the area agreed on site totalling approximately 1550m <sup>2</sup> , removing any debris and large stones, adding a thin layer of new soil where needed, sowing grass seed and rolling the area	£10,316.67 (+VAT)

9. A second company will submit their quote before the meeting date.
10. The cost for this could be taken from cost centre 199/4900 'Edmonds Park Pavilion'.

## Risk Implications

11. Didcot Town Council have a duty to ensure all outside areas owned and managed by the Council are kept safe and accessible.

## Recommendation

12. The Committee should consider the quotes and decide whether to approve and recommend acceptance of either of them, to Full Council.
- Any quote over £5,500 will need to be ratified at Full Council – as per 4.1 of the Town Council's Financial Regulations