

Notice of the Meeting of

Didcot Town Council

6th January 2025 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 January 2025 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 – jwheeler@didcot.gov.uk

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 November 2024, 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:

29th October 2024

19th November 2024

18th December 2024 (to be approved by Committee)

(ii) No recommendations

(b) Finance and General Purposes Committee

(i) To receive the minutes:

25th November 2024

16th December (to be approved by Committee)

(ii) Recommendations to Council

Minute 110 – To approve the budget for the 2025-2026 financial year - *see attached report.*

Minute 111 – To approve the recommended precept of £1,602,772 for the 2025- 2026 financial year – *see attached report.*

Minute 113 – To note the CIL statement for 2023-2024 – *see attached paper.*

(c) Environment & Climate Committee

- (i) To receive the minutes:
18th November 2024 (to be approved by Committee)

(ii) Recommendations to Council

Minute 39 – To approve the suggested annual charges for the Didcot Town Council’s services 2025-2026 financial year– *see attached papers*

Minute 40 – To approve the ‘disposal’ of the Alke and purchase of a box van – *see attached papers*

Minute 42 – To approve the Town Council’s guidance on discouraging rats on the allotment sites document – *see attached documents*

(d) Personnel and Administration Committee

- (i) To receive the minutes:
9th December 2024 (to be approved by Committee)

(ii) Recommendations to Council:

Minute 44 - To approve the appointment of Cllr K Morrison to the Personnel & Administration Committee.

Minute 45 - To approve election of Cllr K Morrison to be the Chair of the Personnel & Administration Committee.

(e) Property & Facilities Committee

- (i) To receive the minutes:
27th November 2024 – not quorate

(ii) No Recommendations

5. To receive the Mayor’s report – 29th October 2024 – 31st December 2024

Date	Day	Event
9 th November 2024	Saturday	Gift Fair, Didcot Civic Hall – presented best stall award
10 th November 2024	Sunday	Remembrance Service, All Saints Church (with Amy) am

10 th November 2024	Sunday	Remembrance Service & Parade, Smallbone Rec & Didcot Civic Hall pm
11 th November 2024	Monday	Poppies to Paddington, Didcot Parkway Stn & Paddington Stn
16 th November 2024	Saturday	Cherwell District Council charity event, Whatley Hall Hotel, Banbury
29 th November 2024	Friday	BeFree Young Carers 30 th Anniversary Event, Quad Two, Harwell
3 rd December 2024	Tuesday	Rehearsal for Carol Concert, Northbourne Hall Didcot
4 th December 2024	Wednesday	SBS DoE Awards Presentation, Didcot
5 th December 2024	Thursday	Chair of Oxfordshire County Council Christmas Light switch-on, Castle Court, Oxford
7 th December 2024	Saturday	Wantage Silver Band, The Snowman Live, The Beacon, Wantage
10 th December 2024	Tuesday	Didcot Carol Concert, Civic Hall, Didcot
16 th December 2024	Monday	Chair of OCC Civic Carol Service, St Michael & All Angels Church, Abingdon

Deputy Mayor – 29th October 2024 – 31st December 2024

Date	Day	Event
24 th November 2024	Sunday	Play2Give Christmas Market, Milton Hill House - opening event
5 th December 2024	Thursday	Chair of Oxfordshire County Council, Christmas Light Switch-on, Castle Court, Oxford
7 th December 2024	Saturday	Impact Initiative Programme, Celebration event, SOHA, Didcot

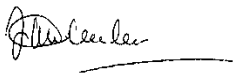
6. **To receive the proposed meeting dates for 2025 - 2026 civic year – see attached paper.**
7. **To delegate the detail of an agreement to allow the Motorcycle building to be used as storage to assist Ukraine – see attached report from P&F Committee.**
8. **To approve two signatories to sign the 3rd party CIL agreement for the sum of £157,024.79 for the Ladygrove and Millennium Woods improvements.**

9. 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.
10. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Management Board – *see attached report and slide presentation.*
11. Questions to the Leader concerning the business of the Council in accordance with Standing Order 58.

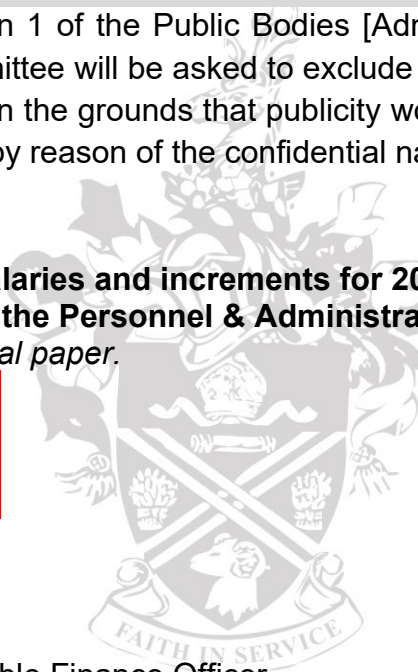
12. EXCLUSION OF THE PRESS AND PUBLIC

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

13. **To approve the salaries and increments for 2025 – 2026 as recommended by the Personnel & Administration Committee – see attached confidential paper.**



Janet Wheeler



Mrs Janet Wheeler
Town Clerk and Responsible Finance Officer
30th December 2024

Didcot Town Council

Council Meeting

Monday 4th November 2024 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 (Mayor)	K Morrison (Deputy Leader)
J Loder (Deputy Mayor)	D Macdonald
S Cole	G Roberts
S Nohre	D Rouane
J Broadbent	T Worgan
A Macdonald	A Hudson
N Hards	O Glover
M Khan	G Ryall
H Macdonald	L Hislop
D Aragao	Z Mohammed

Officers:

Janet Wheeler – Town Clerk
Lucy Blake – Deputy Town Clerk

50. To receive apologies

Apologies were received from Cllr C Jennings.

51. To receive declarations of interests

Cllr D Rouane declared an interest on item 12, Didcot Garden Town Project and the report from the Council's representative and would therefore not participate in the discussions on this item.

No other declarations were made.

52. To approve and adopt the minutes of the Council Meeting held on 2nd September 2024, and the Extraordinary Council Meeting on 30th September 2024, and to include questions on the minutes as to the progress of any item

Cllr H Macdonald objected to the approval of the minutes from the meeting held on 2nd September 2024, proposing an amendment to include the fourteen questions raised in an email by Cllr M Khan and the verbal responses provided by Cllr D Rouane concerning the Neighbourhood Plan proposal, to ensure an accurate public record.

Members discussed and debated the proposal. Cllr A Jones enquired if there was a seconder for the amendment; none was forthcoming, resulting in the proposal's failure.

Subsequently, it was proposed by Cllr A Jones, and seconded by Cllr G Ryall, to approve the minutes of the 2nd September 2024 Full Council meeting.

Vote: **IN FAVOUR: 17, AGAINST: 1, ABSTENTIONS: 2.**

The motion to approve the minutes of the Full Council meeting on 2nd September was **RESOLVED**.

Members reviewed the accuracy of the minutes from the Extraordinary meeting held on 30th September 2024. It was proposed by Cllr D Rouane and seconded by Cllr T Worgan to accept the amended draft minutes as supplied by Cllr K Morrison, and circulated with the agenda, prior to the meeting.

Members discussed and debated the proposed amendments. Cllr O Glover reiterated that, for any members still unclear on the meeting details, the recording remained available for review (until the minutes are officially approved), as previously noted by the Town Clerk.

As the proposer, Cllr D Rouane summarised the discussion, emphasising that the amendments were necessary for the purpose of clarity. Cllr A Jones called for a vote to approve the amended minutes.

Vote: **IN FAVOUR: 11, AGAINST: 8, ABSTENTIONS: 1.**

The motion to approve the amended minutes of the Extraordinary meeting held on 30th September 2024, was **RESOLVED**.

53. To receive the Committee minutes and decisions taken under delegated authority and to consider recommendations of Committees to Council in accordance with Standing Orders 95 – 112

a) Planning and Development Committee

It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and **RESOLVED** to receive the Minutes for the meetings held on 28th August (inc Appendix 1), 18th September, and 8th October 2024 (to be approved by Committee).

The vote was unanimous, with one abstention.

b) Finance and General Purposes Committee

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and **RESOLVED** to receive the Minutes for the meetings held on 30th September and 21st October 2024 (to be approved by Committee).

The vote was unanimous. Cllr T Worgan thanked all Grant Aid applicants, on behalf of the Finance and General Purposes Committee for their presentations.

There were two recommendations:

Minute 80: To approve two virements - £3,000 to cost centre 103/4210 Civic Functions and £10,000 to 150/4701 Grant Aid.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and **RESOLVED** to approve the virement of these funds to enable the Council to hold a VE Day event and to add additional funds to the Grant Aid budget. The vote was unanimous.

Minute 88: To purchase the HR380 Ransomes Out Front Rider Rotary – this would be covered in the confidential part of the meeting.

c) Environment & Climate Committee

It was proposed by Cllr G Roberts, seconded by Cllr A Macdonald, and **RESOLVED** to receive the Minutes for the meeting held on 16th September 2024 (to be approved by Committee). The vote was unanimous.

There was one recommendation:

Minute 31: To approve the allotment rental charges for the 2026-2027 financial year.

Cllr M Khan declared an interest in this item as an allotment tenant and abstained from participating in the vote.

It was proposed by Cllr G Roberts, seconded by Cllr A Macdonald, and **RESOLVED** to approve the allotment rental charges for the 2026-2027 financial year at £50 per 5 pole plot. The vote was unanimous with one abstention.

d) Personnel and Administration Committee

It was proposed by Cllr J Loder, seconded by Cllr G Ryall, and **RESOLVED** to receive the minutes for the meeting held on 7th October 2024 (to be approved by Committee). The vote was unanimous.

There were three recommendations:

Minute 34: To approve the Social Media Policy.

It was proposed by Cllr J Loder, seconded by Cllr D Macdonald, and **RESOLVED** to approve the Social Media Policy. The vote was unanimous.

Minute 35: To approve the DTC Dignity at Work (Bullying and Harassment) Policy to include Sexual Harassment (incorporating measures from The Worker Protection (Amendment of Equality Act 2010) Act 2023

Cllr M Khan stated that all Cllrs and staff members should agree to this amended policy.

It was proposed by Cllr J Loder, seconded by Cllr K Morrison, and RESOLVED to approve the Dignity at Work – Sexual and General Harassment Policy. The vote was unanimous.

Minute 36: To approve a new date for the next meeting of the P&A Committee – from 2nd December to 9th December 2024.

It was proposed by Cllr J Loder, seconded by Cllr K Morrison, and RESOLVED to approve the new date for the meeting. The vote was unanimous with one abstention.

e) Property & Facilities Committee

It was proposed by Cllr K Morrison, seconded by Cllr A Hudson, and RESOLVED to receive the minutes of the meeting held on 25th September 2024 (to be approved by Committee). The vote was unanimous.

There were no recommendations.

54. To receive the Mayor's Report and the Deputy Mayor's report

Both reports were noted by the Council.

55. To note the conclusion of the 2023-2024 Annual Governance Accountability Return (AGAR) for the year ended 31st March 2024

It was proposed by Cllr T Worgan, seconded by Cllr K Morrison, and RESOLVED to accept the conclusion of the 2023-2024 Annual Governance Accountability Return. The vote was unanimous.

56. To note the general insurance renewal of approx. £27,285 inc IPT

It was proposed by Cllr T Worgan, seconded by Cllr K Morrison, and RESOLVED to note the renewal price. The vote was unanimous.

57. To elect a new Leader – and potentially a new Deputy Leader if required

Nominations were called for the Leader of the Town Council. It was proposed by Cllr T Worgan and seconded by Cllr O Glover, to nominate Cllr K Morrison.

A second nomination was proposed by Cllr D Macdonald and seconded by Cllr A Hudson, to elect Cllr M Khan as Leader.

The vote was:

- Cllr K Morrison – IN FAVOUR = **12 votes**
- Cllr M Khan – IN FAVOUR = **8 votes**

It was RESOLVED to elect Cllr K Morrison as Leader of the Council for the remainder of the 2024-2025 year.

Nominations were called for the position of Deputy Leader of the Council.

It was proposed by Cllr K Morrison, and seconded by Cllr D Rouane, to nominate Cllr T Worgan as Deputy Leader.

A second nomination was proposed by Cllr A Hudson and seconded by Cllr M Khan, to elect Cllr D Macdonald as Deputy Leader.

The vote was:

- Cllr T Worgan – IN FAVOUR = **12 votes**
- Cllr D Macdonald – IN FAVOUR = **8 votes**

It was RESOLVED to elect Cllr T Worgan as Deputy Leader of the Council for the remainder of the 2024-2025 year.

58. To elect a nominee to act as the second trustee to represent DTC for the Hagbourne Charities – *(these positions are currently taken by Cllr C Jennings and Cllr O Glover, but Cllr O Glover will be stepping down in the Spring)*

It was proposed by Cllr T Worgan, seconded by Cllr D Rouane, and RESOLVED to elect Cllr K Morrison as the second trustee to represent DTC for the Hagbourne Charities. The decision was unanimous.

59. There were no motions

60. 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 for this meeting.

61. Didcot Garden Town Project and the report of the Council's Representative on the Didcot Garden Town Advisory Board

Cllr D Rouane left the meeting during the discussion of this item.

Cllr M Khan expressed appreciation for the written report provided by the new Leader but noted a lack of progress on key initiatives. Cllr K Morrison acknowledged the frustration but assured that she would collaborate with DGT to advance these items.

Cllr D Rouane rejoined the meeting.

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

Q. Congratulations on becoming the new Leader. Can you advise on the progress of the Neighbourhood Plan? (Cllr L Hislop)

The Leader thanked Cllr L Hislop. As the Chair of both the NHPWGs Cllr K Morrison explained that she will be visiting with some of the interested parishes to answer any questions they might have. These include Western Valley, Appleford and Sutton Courtenay.

Q. Congratulations again on your new position. Recently Cllrs and staff have received emails putting forward arguments and criticism of officers. Bearing in mind the Council has approved and accepted the new Dignity at Work Policy, will these emails now cease? (Cllr J Broadbent)

The Leader thanked Cllr J Broadbent. She explained that she has written to the Cllr in question and has reminded them of their duties as per the Councillors Code of Conduct and asked for these emails to stop. This will be monitored.

Q. Does the Leader share the same views of the CEO of CloudHQ, according to the BBC, on Didcot having the potential to become an extension to Slough? (Cllr G Ryall)

Cllr K Morrison stated that she hasn't seen this article but the Deputy Leader, Cllr T Worgan, disagreed.

63. 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.

64. F&GP Minute 88 – To approve the purchase of the HR380 Ransomes Out Front Rider Rotary at a cost of £31,920 + VAT including a part exchange

Cllr T Worgan explained that this was approved at the F&GP meeting but requires ratification from full Council due to the cost.

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and **RESOLVED** to approve the purchase of the new machine with a part exchange, at a cost of £31,920 + VAT, to allow the outdoor team to cut some of the grass verges in Didcot. The vote was unanimous with one abstention.

65. To discuss the quotes on security

Following an incident at the Civic Hall involving a group of young people intimidating staff and gaining unauthorised access to the roof, security for the Town Council's facilities has been investigated. While all elected members agreed that additional security measures are needed to ensure the safety of staff and users of the buildings, they felt that further information is required to enable them to make an informed decision.

It was proposed by Cllr M Khan, seconded by Cllr T Worgan, and **RESOLVED** to instruct the Property and Facilities Committee to investigate this matter further and include it as a consideration for the budget setting process. The vote was unanimous.

66. To note the NJC Pay award for 2024 backdated until April 2024

It was proposed by Cllr T Worgan, seconded by Cllr G Ryall, and **RESOLVED** to officially note the NJC pay award for 2024.

The meeting closed at 20:24

Signed: _____

(Mayor)

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee Tuesday 29th October 2024 at 7:30pm Main Hall, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald (Vice Chair)
Cllr S Cole
Cllr D Macdonald
Cllr A Hudson
Cllr N Hards

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

No members of the public attended the meeting.

102. To receive apologies

No apologies were received.

Cllr C Jennings was absent.

103. 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 declarations were made.

104. To appoint a new Deputy Chair of the Committee.

Cllr D Rouane stated that Cllr H Macdonald wished to step down from his current role as the Deputy Chair of the Committee. The Committee thanked Cllr H Macdonald for his involvement with the role.

Cllr H Macdonald nominated Cllr S Cole for the vacant position.

Cllr S Cole declined the nomination, citing personal reasons and other commitments.

No other nominations were received.

As no nominations were received, Cllr D Rouane proposed to defer this item to a future meeting.

All members agreed.

105. To approve the draft minutes of the meeting held on 8th October 2024 (attached)

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.

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

No questions were raised.

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

The Committee noted the correspondence received as listed:

Item	Date received	Received from	Sent to Members	Details
6a)	03/10/2024	OCC	10/10/2024	To provide DTC with an emergency plan template, as amplified by the recent flooding.
6b)	15/10/2024	RPS	15/10/2024	To inform DTC about the proposed Battery Energy Storage System in Appleford – a public consultation will take place, and

				feedback can be given after the 21 st of October.
6c)	22/10/2024	OCC	22/10/2024	To inform DTC that the 20mph draft has been amended, and that it will be moved into the consultation stages.

The Committee noted items 6b) and 6c).

Cllr D Rouane gave a brief overview on item 6a) and explained that an appropriate officer should be invited to host a “workshop” on Emergency Plans, and a date will be circulated to all Councillors once availability is confirmed.

The Committee also noted a late item of correspondence, regarding the change of address on 6 Park Road, Didcot – The address was changed from flats 1-4, to a single household.

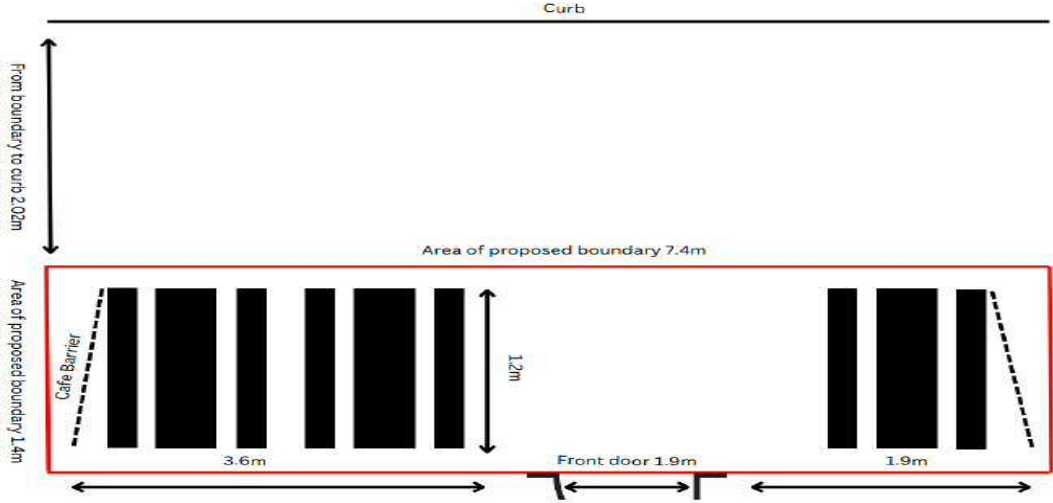
108. Applications for certificates of Lawful Development and Information only

The Committee noted the applications for certificates of lawful development as listed:

7a)	Application	P24/S3110/LDP	Vibe Youth Centre Park Road Didcot OX11 8QX
	Proposal	Installation of air source heat pumps.	
7b)	Application	P24/S2276/LDP	8 McLaren Way Didcot OX11 9FT
	Proposal	Proposed erection of a temporary ball stop post with black netting to stop sports balls from coming into the garden.	

109. To note and comment on Pavement Applications

8a)	Application	PAV/26799/24	Django’s Smokehouse 126 Broadway Didcot OX11 8AB
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<p>Proposal</p>	
<p>Response date</p>	<p>4th November 2024</p>
<p>Agreed response</p>	<p>It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and RESOLVED to submit no comments on this application.</p> <p>4 members voted in favour, 2 members voted against.</p>

110. To consider as listed: Planning Applications

<p>9a)</p>	<p>Application</p>	<p>P24/S3142/S73</p>	<p>1 Juniper Way Didcot OX11 6AA</p>
<p style="text-align: center;">CONSULTED VIA EMAIL</p>			
	<p>Proposal</p>	<p>Variation of condition 3 (Materials) on planning application P24/S0880/HH (Single storey side extension with x1 skylight installed, garage conversion with x2 sun tunnels, new dark composite cladding to front elevation and porch, timber columns with cladding supporting canopy, new timber trellis proposed along the top of the existing brick wall, and changes to the fenestration) - to change the approved cladding to a fire resistant material to meet Building Regulations.</p>	
	<p>Response date</p>	<p>28th October 2024</p>	
	<p>Agreed response</p>	<p>It was proposed by Cllr H Macdonald, seconded by Cllr D Rouane, and RESOLVED to submit no objections to this application. (Ref: 268983) All members agreed.</p>	
<p>9b)</p>	<p>Application</p>	<p>P24/S3166/HH</p>	<p>4 Larch Drive Didcot OX11 6DX</p>
	<p>Proposal</p>	<p>Single storey rear extension.</p>	
	<p>Response date</p>	<p>30th October 2024</p>	
	<p>Agreed response</p>	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 268984) All members agreed.</p>	
<p>9c)</p>	<p>Application</p>	<p>P24/S3292/HH</p>	<p>15 Mereland Road Didcot OX11 8AP</p>

	Proposal	Proposed dropped kerb.	
	Response date	6 th November 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr N Hards, and RESOLVED to submit no objections to this application. (Ref: 268985) 4 members voted in favour, 2 members voted against.	
9d)	Application	P24/S3113/HH	8 Blenheim Close Didcot OX11 7JJ
	Proposal	Two storey and single storey rear extension.	
	Response date	8 th November 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr D Macdonald, and RESOLVED to submit no objections to this application. (Ref: 268986) 5 members voted in favour, 1 member abstained.	
9e)	Application	P24/S3262/HH	27 Chamomile Way Didcot OX11 6HH
	Proposal	Installation of air source heat pump.	
	Response date	12 th November 2024	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 268987) All members agreed.	

111. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

112. To note as listed: Planning Applications approved.

The Committee noted the planning applications approved as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P24/S2636/FUL	Two new dwelling houses with new access onto Park Road. Land to the rear of 98 Park Road Didcot OX11 8QR
Didcot Town Council's Planning and Development Committee would like to continue their previous objections and feels that the comments raised were not adequately addressed. Didcot Town Council's Planning and Development Committee would like to	P24/S0190/FUL	Change of use and alterations to form two ancillary staff living accommodation bedrooms and associated works. (As clarified by Agent's email dated 10 April 2024 and as further clarified by rebuttal Briefing Note 1 from Entran Transportation received on 3 July 2024).

object to this application, due to the lack of easy access to the proposed accommodation, especially for emergency services. The cold storage looks to be impeding on the larger pathway, leaving only the small pathway for accessing the dwelling.		32-34 Wantage Road Didcot Oxon OX11 0BT
Didcot Town Council s Planning and Development Committee would like to point out that the application is not clear whether this proposal lays entirely within the applicant s property boundary. The Committee would also like to point out that the proposal may be overlooking the neighbouring property.	P24/S2876/HH	Side extension and loft conversion with side dormer and skylights. 6 Box Tree Lane Didcot OX11 6HS
No objections	P24/S2928/HH	Two storey rear extension and new porch to front. 83 Sinodun Road Didcot OX11 8HW

113. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

114. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

115. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

116. To receive an update on the Neighbourhood Plan.

Cllr D Rouane stated that two meetings have already taken place, with one set of meeting minutes having been received.

Cllr S Cole gave an overview of each of the meetings and explained that the first meeting was focusing on the “Garden Town” area, while the second meeting focused on the Didcot Parish area.

The group is awaiting the decisions from some of the neighbouring Councils, and while some of the Parishes did not wish to be included, Appleford and Sutton Courtenay Parishes were considering allowing the Didcot Neighbourhood Plan to cover areas of their Parishes, which were *not* covered by the existing Neighbourhood Plans. The Working Group was also hoping that the Western Valley Parish would be interested in joining the Neighbourhood Plan, as it would cover all of Great Western Park development.

The next Working Group meeting was scheduled for the 15th of November 2024.

The meeting closed at 20:01

Signed: _____

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee Tuesday 19th November 2024 at 7:30pm Main Hall, Civic Hall, Didcot



PRESENT

Councillors:

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

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

No members of the public attended the meeting.

117. To receive apologies

Apologies were received from Cllrs H Macdonald and D Macdonald

Cllr C Jennings was absent.

118. 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 D Rouane declared an interest on agenda item 8h) – *Planning Application P23/S2621/FUL- Station Road Car Park Station Road Didcot Oxfordshire OX11 7NN* and would not participate in the discussions.

No other declarations were made.

119. To approve the draft minutes of the meeting held on 29th October 2024 (attached)

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.

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

No questions were raised.

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

The Committee noted the correspondence received as listed:

Item	Date received	Received from	Sent to Members	Details
5a)	11/11/2024	OCC	11/11/2024	To inform DTC about the proposed update to Oxfordshire County Council's Local List of Information Requirements for validation of planning and related applications.

122. Applications for certificates of Lawful Development and Information only

The Committee noted that no applications for certificates of Lawful Development were received.

123. To note the Notice of Making Order

The Committee noted the Notice of Making Order on path number 20.

124. To consider as listed: Planning Applications

8a)	Application	P24/S1439/RM	Willowbrook Park Phase 4B North East Didcot
	Proposal	Reserved Matters Application following Outline Approval P15/S2902/O in respect of 64 dwellings for Phase 4B including affordable housing, car parking, open space, landscaping and associated works. Reserved Matters seeking consent: Appearance, Landscaping, Layout and Scale. (as amended by plans received 17 October 2024)	
	Amendment	No. 1 - dated 17th October 2024	
	Response date	20 th November 2024 (Extended from 6 th November 2024)	
	Previous response	<p>Didcot Town Council s Planning and Development Committee would like to object to this application with the following comments:</p> <p>The Committee believes that the affordable housing positioning is not in line with the local plan, and the houses should be spread apart more within the development area.</p> <p>The Committee would also like to highlight the issues raised by the Road Safety Audit and would like to see them resolved prior to the development commencing.</p> <p>The Committee also had objections on page 10 on the Design and Access Statement and would like to question the wording of where possible on retaining the existing hedgerow.</p> <p>The Committee also questioned the reinforcing of existing hedgerow being included, while the hedgerow is being removed.</p> <p>The Committee also noted the comments made by Thames Valley Police and advised against the use of tandem parking.</p> <p>The Committee also advised against the use of known allergen trees to be located nearby any of the housing, such as the Silver Birch.</p> <p>The Committee did not have access to the comments made by Thames Water and were unable to comment on their feedback.</p>	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr S Cole, 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 this application, on the grounds of the garden sizes being too small, given the development's remote location.</p> <p>The Committee would also like to agree with the previous objections raised by the Planning Officer. (Ref: 270113)</p> <p>All members agreed.</p>	

8b)	Application	P23/S1794/FUL	Land to the north of the A4130 Didcot
CONSULTED VIA EMAIL			
	Proposal	Development of a neighbourhood centre to comprise a convenience retail store and additional commercial, business and service floorspace (Use Class E); coffee shop (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, 16 October 2023 and 23 January 2024 and as amplified by additional information received 16 February 2024. As amended by plans & information received 17 April and 5 June 2024 and as amended by plans received 10 July 2024)	
	Amendment	No. 9 - dated 16th October 2024	
	Response date	20th November 2024 (Extended from 6 th November 2024)	
	Previous response	<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.</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>	
	Agreed response	<p>It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to continue the previous objections. (Ref: 270114)</p> <p>All members agreed.</p>	

8c)	Application	P24/S3407/HH	72 Oxford Crescent Didcot OX11 7AX
	Proposal	Two storey side extension.	
	Response date	20 th November 2024 (extended from 18 th November 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 270115) All members agreed.	
8d)	Application	P24/S3427/HH	83 Park Road Didcot OX11 8QT
	Proposal	Part single and part two storey rear extension.	
	Response date	20 th November 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 270116) All members agreed.	
8e)	Application	P24/S2156/FUL	All Saints C Of E Primary School Tamar Way Didcot OX11 7LH
	Proposal	Renewal of temporary planning permission for three terrapin classroom blocks for a period of 5 years (retrospective), with no change to the buildings as installed.	
	Response date	20 th November 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 270117) All members agreed.	
8f)	Application	P24/S3344/HH	68 Park Road Didcot OX11 8QP
	Proposal	Detached annex to rear garden.	
	Response date	21 st November 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit the following comments : Didcot Town Council's Planning and Development Committee would like to support the comments submitted by the Tree Officer (Ref: 270162) All members agreed.	
8g)	Application	P24/S3475/A	Didcot Methodist Church Broadway Didcot OX11 8RQ
	Proposal	Post mounted free standing "V" Sign.	

	Response date	22 nd November 2024	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 270163) All members agreed.	
8h)	Application	P23/S2621/FUL	Station Road Car Park Station Road Didcot Oxfordshire OX11 7NN
	Proposal	A proposed new office building together with associated development on the Didcot Gateway Site.	
	Amendment	No. 2 - dated 4th November 2024	
	Response date	20 th November 2024 (Extended from 18 th November 2024)	
	Previous response	Didcot Town Council s Planning and Development Committee would like to see increased decorations/public art on the frontage of the building, as the current building does not seem beautiful, as portrayed by the application document. The Committee would like to see improvement in the cycling infrastructure around the development prior to the development opening and have noted the recent LCWIP draft. The Committee had some concerns regarding the utility services and bins and would like to see the bin storage being located away from the local nursery.	
	Agreed response	<i>As Cllr D Rouane declared an interest on this item, the meeting was not quorate to comment on this item – no comments could be submitted.</i>	
8i)	Application	P24/S3567/HH	12 Holly Lane Harwell Didcot OX11 6DA
	Proposal	Installation of an Air Source Heat Pump.	
	Response date	28 th November 2024	
	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 270164) All members agreed.	
8j)	Application	P24/S2236/FUL	Land at 60-68 Broadway Didcot OX11 8RJ
	Proposal	Change of use from a vacant site to a hand-operated carwash lot with erection of a temporary timber frame office and car wash canopies.	
	Amendment	No. 1 - dated 11th November 2024	
	Response date	25 th November 2024	
	Previous response	Didcot Town Council s Planning and Development Committee would like to object to this application, as it believes that the access to the site is poor, considering the traffic on Lower Broadway. The Committee also noted the potential loss of parking spaces, which are vital to the local residents. The Committee also noted that the proposed structure is of poor design and quality	

	Agreed response	<p>It was proposed by Cllr D Rouane, seconded by Cllr N Hards, and RESOLVED to continue the previous objections.</p> <p>(Ref: 270165)</p> <p>All members agreed.</p>
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125. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

126. To note as listed: Planning Applications approved.

The Committee noted the planning applications approved as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P24/S2925/HH	Installation of air source heat pump. 15 Ash Way Didcot OX11 6AN
No objections	P24/S2957/HH	Single storey rear extension. (Amended plans received 14 October 2024). 16 Wills Road Didcot OX11 7DH
No objections	P24/S2943/HH	Two storey rear extension 22 Elm Park Didcot OX11 6DS
No objections	P24/S2966/HH	Erection of rear, side and front extension. 6 Edwin Road Didcot OX11 8LF
No objections	P24/S2239/FUL	Erection of two houses with associated parking following demolition of existing garages. (Additional plan received 25 September 2024) (Amended plan received 29 October 2024 to show first floor reconfigured in 2-bedroom dwelling with a high-level window on the rear elevation). 88 Abbott Road Didcot OX11 8HY

No objections	P24/S3142/S73	<p>Variation of condition 3 (Materials) on planning application P24/S0880/HH (Single storey side extension with x1 skylight installed, garage conversion with x2 sun tunnels, new dark composite cladding to front elevation and porch, timber columns with cladding supporting canopy, new timber trellis proposed along the top of the existing brick wall, and changes to the fenestration) – to change the approved cladding to a fire-resistant material to meet Building Regulations.</p> <p>1 Juniper Way Didcot OX11 6AA</p>
While the Committee has no objections, the Committee would like to question the need to change the previous planning condition after the original application has passed.	P24/S2022/S73	<p>Variation of condition 2 (Bicycle storage facilities) on application P21/S3973/FUL Appeal Ref APP/Q3115/W/22/3296235 (The change of use of a dwelling house (C3) to a large 10-bedroom House in Multiple Occupation (Sui genesis) facilitated by two-storey side extensions, a single-storey rear extension, and an extension to the dropped kerb to create additional parking). (as amended by plans received 17 October 2024).</p> <p>14 Haydon Road Didcot OX11 7JD</p>
While the Committee has no objections, the Committee would like to question the need to change the previous planning condition after the original application has passed.	P24/S2021/S73	<p>Variation of condition 2 (Bicycle Storage facilities) on application P21/S5378/FUL/APP/Q3115/W/22/3298682 (Change of use of the existing office to a large (Sui Generis) House in Multiple Occupation (HMO) with the addition of a rear dormer). (As amended by revised plan altering the number of spaces and the type of parking provision).</p> <p>Ridgeway House 1A Hagbourne Road Didcot OX11 8DP</p>

127. To note as listed: Planning Applications refused

The Committee noted that no applications were refused.

128. To note as listed: Planning Applications withdrawn

The Committee noted that no applications were withdrawn.

129. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

130. To note the notes from the Neighbourhood Plan Working Group from the 16th of October 2024 (attached as Appendix 1)

The Committee noted the notes of the last meeting of the Neighbourhood Plan Working Group

131. To receive an update on the Neighbourhood Plan.

Cllr S Cole gave a verbal update on the Neighbourhood Plan and confirmed that that the boundary will remain within the Didcot Parish only, as other local parishes have chosen to carry out their own Neighbourhood Plans or have opted to not join with the Didcot Neighbourhood Plan.

Cllr S Cole also confirmed that the grant scheme for funding the Neighbourhood Plans has been extended for another year. A formal application for the Didcot Neighbourhood Plan will be made in the near future.

The meeting closed at 20:01

Signed: _____

Date: _____

Didcot Town Council

Minutes of the

Planning and Development Committee

Wednesday 18th December 2024 at 7:30pm
All Saints Room, Civic Hall, Didcot



PRESENT

Councillors:

Cllr D Rouane (Chair)
Cllr H Macdonald
Cllr D Macdonald
Cllr S Cole
Cllr A Hudson
Cllr N Hards

Officers:

A Guzinski (Planning and Estate Officer [minutes])

Public:

No members of the public attended the meeting.

Cllr A Jones attended the meeting.

132. To receive apologies

No apologies were received.

Cllr C Jennings was absent.

Cllr D Rouane proposed that Cllr A Jones be co-opted onto the Committee for the duration of the meeting.

All members agreed.

133. 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 declarations were made.

134. To approve the draft minutes of the meeting held on 19th November 2024 (attached)

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

All members agreed.

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

No questions were raised.

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

The Committee noted that no correspondence was received.

The Planning and Estate Officer explained that a late item of correspondence was raised by the Street Naming and Numbering Officer at SODC.

The Committee discussed potential street names for the requested stretch of road.

It was proposed by Cllr D Macdonald, seconded by Cllr N Hards, and **RESOLVED** to propose **Jim Cantore** as the street name.

All members agreed.

137. Applications for certificates of Lawful Development and Information only

The Committee noted that no applications for certificates of Lawful Development were received.

138. To consider as listed: Planning Applications

7a)	Application	P24/S3568/HH	15 Haydon Road Didcot Oxfordshire OX11 7JB
CONSULTED VIA EMAIL			
	Proposal	Demolition of existing garage and construction of two storey side extension and single storey rear extension.	
	Response date	13 th December 2024 (Extended from 5 th December 2024)	

	Agreed response	It was proposed by Cllr A Hudson, seconded by Cllr S Cole, to submit no objections to this application. No votes were cast by the deadline; therefore, no comments were submitted.	
7b)	Application	P24/S3619/HH	67 Warner Crescent Didcot OX11 8JY
	Proposal	New dropped kerb onto Warner Crescent.	
	Response date	19 th December 2024 (Extended from 5 th December 2024)	
	Agreed response	It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 271848) All members agreed.	
7c)	Application	P24/S3622/HH	32 North Road Didcot OX11 7EQ
	Proposal	Construction of single storey rear extension.	
	Response date	19 th December 2024 (Extended from 6 th December 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 271849) All members agreed.	
7d)	Application	P24/S3665/HH	17 Manor Crescent Didcot OX11 7AJ
	Proposal	Single storey front and rear extensions, two storey side extension and changes to existing window & bay openings.	
	Response date	19 th December 2024 (Extended from 10 th December 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr S Cole, and RESOLVED to submit no objections to this application. (Ref: 271850) All members agreed.	
7e)	Application	P24/S3689/HH	26 Ingrebourne Way Didcot OX11 7UP
	Proposal	Demolition of existing conservatory. Erection of new rear single storey extension.	
	Response date	19 th December 2024 (Extended from 11 th December 2024)	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr D Macdonald, and RESOLVED to submit no objections to this application. (Ref: 271851) All members agreed.	
7f)	Application	P24/S3664/HH	23 Longford Way Didcot OX11 7TN
	Proposal	Loft conversion including dormer windows, roof lights and solar panels. (as amended by plan and information received 21 November 2024).	
	Amendment	No. 1 - dated 21st November 2024	
	Response date	19 th December 2024 (Extended from 12 th December 2024)	
	Previous response	N/A	
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Jones, and RESOLVED to submit the following comment on this application:	

		<p>Didcot Town Council's Planning and Development Committee would like to see the inclusion of the Design and Access statement which shows that the proposed dormer windows conform with the Design Guide. (Ref: 271852) All members agreed.</p>	
7g)	Application	P24/S3533/FUL	67 Warner Crescent Didcot OX11 8JY
	Proposal	Demolition of existing garage, sub-division of property and construction of new three-bed dwelling.	
	Response date	24 th December 2024	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 271854) All members agreed.</p>	
7h)	Application	P24/S3882/HH	23 Chinnock Brook Didcot OX11 7XU
	Proposal	Proposed garage conversion & first floor extension to create open plan kitchen/living/dining space, utility room and bedroom 3 with en-suite.	
	Response date	4 th January 2025	
	Agreed response	<p>It was proposed by Cllr N Hards, seconded by Cllr D Macdonald, and RESOLVED to submit no objections to this application. (Ref: 271872) All members agreed.</p>	
7i)	Application	P24/V0470/RM	Phase T2b Dahlia View Valley Park Didcot
	Proposal	<p>Reserved Matters for Phase 2Tb (Dahlia View) of Outline Planning Permission P14/V2873/O for layout, appearance, scale, and landscape, comprising 281 new homes with associated infrastructure and 35% affordable housing. An Environmental Statement was submitted with the outline application. Partial discharge of Outline Conditions 13 (Landscape Management Plan), 14 (Tree Protection), 15 (Hard and Soft Landscaping Scheme), 18 (Biodiversity Enhancement Plan), 23 (Foul Drainage Strategy), 24 (Surface Water Drainage Scheme) and 27 (Ecological Construction Management Plan). (As amended by plans and documentation received 9 September 2024 and 6 December 2024)</p>	
	Amendment	No. 2 - dated 6th December 2024	
	Response date	9 th January 2025	
	Previous response	<p>Didcot Town Council's Planning and Development Committee would like to continue their previous comments regarding the hedgerow and sewage.</p> <p>Didcot Town Council's Planning and Development Committee would like to see a condition prohibiting the occupation of any household prior to the sewage network being completed. The Committee would also like to see a condition to replace or reinstate the hedgerow, which</p>	

		was removed without permission, before the end of the growing season, and to mitigate any wildlife losses. The Committee requests a revised application to reflect those conditions.
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit the following comment on this application: Didcot Town Council's Planning and Development Committee has extensive experience of large-scale development in the vicinity of Didcot. We are aware of flooding incidents in July 2007 and more recently two episodes in 2024 caused by Storm Henk and by Storm Bertie. What assurance can be given that the tree tiered approach to attenuation (see 2.8) will be sufficient? (Ref: 271874) All members agreed.
7j)	Application	P24/S3713/FUL 62 Wantage Road Didcot OX11 0BY
	Proposal	Extensions and alterations to existing building to increase the residential accommodation from four existing flats (1x1 bed flat and 3x2 bed flats) to six flats (5x1 bed and 1x2 bed) on the first floor and within the roof space.
	Response date	10 th January 2024
	Agreed response	It was proposed by Cllr D Macdonald, seconded by Cllr A Hudson, and RESOLVED to object to this application with the following comments : Didcot Town Council's Planning and Development Committee would like to object to this application, on the basis of overdevelopment and overcrowding. (Ref: 271875) All members agreed.
7k)	Application	P24/S3781/HH 39 Bowmont Water Didcot OX11 7GE
	Proposal	Erection of single storey rear extension.
	Response date	10 th January 2024
	Agreed response	It was proposed by Cllr N Hards, seconded by Cllr A Hudson, and RESOLVED to submit no objections to this application. (Ref: 271876) All members agreed.

139. To note as listed: Planning Appeals.

The Committee noted that no applications were appealed.

140. To note as listed: Planning Applications approved.

The Committee noted the planning applications approved as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
No objections	P24/S3166/HH	Single storey rear extension. 4 Larch Drive Didcot OX11 6DX
No objections	P24/S3113/HH	Two storey and single storey rear extension. 8 Blenheim Close Didcot OX11 7JJ
Didcot Town Council s Planning and Development Committee has no objections to this application but would like to support the comments made by the OCC Transport Development Control Team.	P24/S2607/S73	Variation of condition 2 (Approved plans) on application P18/S2339/RM (Reserved Matters Application in respect of 173 dwellings including affordable housing, car parking, open space, landscaping and associated work) approved under outline planning permission P15/S2902/O - for amendments/layout changes to plots 138-141, 145-148, 154-159, 163-165 and 166. Land located to the North East of Didcot Didcot
No objections	P24/S2841/RM	Reserved Matters relating to Phase 6 Infrastructure comprising underground foul water drainage pipeline and associated engineering works pursuant to outline planning permission P15/S2902/O (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 pavilion; (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 children's 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). Cala Homes Phase 6 Infrastructure Willington Down Land at North East Didcot Didcot OX11 9BS
No objections	P24/S3262/HH	Installation of air source heat pump. 27 Chamomile Way Didcot OX11 6HH
No objections	P24/S2156/FUL	Retention of three terrapin classroom blocks for a period of 5 years (retrospective), with no change to the buildings as installed. All Saints C Of E Primary School Tamar Way Didcot OX11 7LH
No objections	P24/S2756/A	Retention of internally illuminated fascia and projecting signs and three digital display screens. 214-216 Broadway Didcot OX11 8RS

141. To note as listed: Planning Applications refused

The Committee noted the planning applications refused as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address

No objections	P24/S3292/HH	Proposed dropped kerb. 15 Mereland Road Didcot OX11 8AP
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142. To note as listed: Planning Applications withdrawn

The Committee noted the planning applications withdrawn as listed.

Didcot Town Council's recommendation	Planning Application Number	Proposal and Address
N/A	P24/S2276/LDP	Proposed erection of a temporary ball stop post with black netting to stop sports balls from coming into the garden. 8 McLaren Way Didcot OX11 9FT

143. To note as listed: Planning Applications referred

The Committee noted that no applications were referred.

144. To note the Secretary of State's decision regarding the HIF1 Scheme Development

The Committee noted the decision regarding the HIF1 Scheme.

145. To note the minutes of the Traffic Advisory Group meeting on the 14th of November 2024, and to discuss the action points as listed (attached as appendix 1)

The Committee paged through the minutes of the meeting, and went over the action points as listed:

Action 2 – The Committee reviewed the list of current crossing requests within Didcot. It was proposed by Cllr D Rouane, seconded by Cllr A Jones, and **RESOLVED** to prioritise the requests in the vicinity of St Birinus Secondary School, and the Willowcroft Primary School.

The Planning and Estate Officer will email the residents who had requested an update on the crossing points around the Northern Perimeter Road, especially around the Cow Lane area.

Action 9 – Cllr N Hards gave further background into one of the affected areas and urged a fast action. Cllr N Hards proposed that new development sites have a condition to include wheel washing provisions, due to the amount of site mud being displaced onto the pathways, making them extremely difficult to use.

146. To discuss Flood Planning

Cllr D Rouane paged through the existing draft Emergency Plan and stated that the plan mostly follows the template given by SODC.

The Committee paged through the document, and have requested some changes and updates, including the following:

- An Environment Agency link or a map of flood risk zones.
- A revised list of each responsible authorities and their responsibilities in case of an emergency.
- Inclusion of flooding within the emergency list and definitions.
- Amended list of facilities to be used as shelters in case of emergencies
- Amended or revised list of out-of-hours contacts to be given to emergency services.
- A revision of the sandbag provision and storage.

The Committee will include Flood Planning on the next Planning and Development Committee agenda.

147. To discuss the disbanding of Didcot Garden Town Neighbourhood Plan Working Group.

It was proposed by Cllr D Rouane, seconded by Cllr S Cole, and **RESOLVED** to **disband** the Didcot Garden Town Neighbourhood Plan Working Group, as the Neighbourhood Plan will only include the Didcot Parish Boundary.

Cllr H Macdonald stated that the Terms of Reference of the remaining Working Group should be reviewed to ensure that neighbouring Parishes can still be involved in the process.

148. To receive an update on the Neighbourhood Plan.

Cllr S Cole gave a verbal update on the Neighbourhood Plan and confirmed that an application is ready to be submitted, subject to an Ordinance Survey map and a license being produced, to accurately reflect the Parish Boundary on the application.

The meeting closed at 20:59

Signed: _____

Date: _____

DRAFT

Didcot Town Council

Finance and General Purposes Committee

25th November 2024 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 G Ryall
Councillor J Broadbent
Councillor N Hards
Councillor D Aragao
Councillor J Loder

Officers:

Mrs L Blake – Deputy Town Clerk (DC)

93. To receive apologies

Apologies were tendered by the Town Clerk. All members were present.

94. 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

No declarations were received.

95. To agree the Minutes of the meeting held on 21st October 2024

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

96. Questions on the Minutes as to the progress of any item

There were no questions.

97. To review six grant summary reports

The Committee reviewed the six reports. Cllr T Worgan asked for a news article to be created on the website to publicise the grants awarded and to thank the applicants for the work they do and the support they provide to Didcot residents.

98. To consider the grant application for the Christmas dinners

The Committee reviewed the application for £500 to help towards the cost of providing free Christmas Day lunch for local vulnerable people, or those on their own. Members were very supportive of this application.

It was proposed by Cllr J Broadbent, seconded by Cllr J Loder, and RESOLVED to award Anna Gattrell the full amount of £500 for this application. The vote was unanimous.

99. To review and approve the financial reports for September and October 2024

It was proposed by Cllr T Worgan, seconded by Cllr J Broadbent, and RESOLVED to approve the financial reports for September and October 2024. The vote was unanimous.

100. To review the 2024-2025 budget report

The budget report was reviewed by the Committee members.

101. To consider the draft budget 2025-2026 with a working precept

Members reviewed the draft budget, noting that it is a working document, and figures may be subject to change.

It was confirmed that staffing costs for managing the Splash Pad in 2025 are included within the Outdoor Services staffing budget. Additionally, members noted that the potential division of the Grant Aid cost centre into two separate categories will be further discussed at the Finance and General Purposes (F&GP) Committee meeting in February, where the frequency of Grant Aid application reviews (currently three times per year) will also be considered.

Cllr G Ryall suggested that security options for Council buildings should be discussed further by the Property and Facilities Committee (P&F).

The majority of members expressed support for increasing the Grant Aid budget to £60,000 for 2025, to enable the Town Council to support more organisations and charities.

Cllr G Ryall queried the figures for cost centre 199/4053 ('Loan Capital Repayments'). The Deputy Town Clerk (DC) confirmed this would be investigated and reported back to the Committee.

Cllr N Hards raised a query about the £5,000 increase in CCTV contributions (307/4195). It was explained that the additional cost relates to new cameras planned for 2025. The DC will liaise with the Town Clerk to provide a detailed cost breakdown for 2025-2026.

Members discussed the Christmas lights budget, agreeing that additional decorations would enhance the town, but the locations would need to be agreed, and permission granted from OCC to use additional lighting columns. With the current contract expiring in early 2025, the Council will need to decide whether to extend the contract or go out to tender. The P&F Committee will address this.

- *It was noted after the meeting that an additional single connection would cost £176.*

Members queried the repeated mentions of 'security' across various budget items. This will be reviewed with DCK Accounting on 5th December 2024.

Members noted a predicted decrease in utilities costs (411/4014) for Willowbrook Leisure Centre, attributed to the Estate Manager securing new contracts for the building.

It was confirmed that card processing fees are estimates based on projected usage of Council facilities in 2025-2026, as fees are incurred per transaction.

Cllr T Worgan requested that a report on the products sold at the pavilion during the Splash Pad's operation during the summer of 2025, be presented to the F&GP Committee next year for review.

The Chair requested that all members should submit any further budget suggestions ahead of the meeting on Friday, 29th November. At this meeting, each cost centre will be reviewed in detail by the Chair, the Deputy Chair and the DC, before the budget is presented to the F&GP Committee in December.

102. To review the progress report

Members reviewed the report.

Cllr G Ryall proposed retaining the grass-cutting maps on the progress report until updated maps are provided by Oxfordshire County Council (OCC). This was agreed by all members.

An update on cyber security training for both staff and Councillors was requested. The Town Clerk will progress this matter.

Members were informed that preliminary investigations into a potential new and relocated skate park had begun. However, it was noted that it is unlikely a new facility will be installed during the 2025-2026 financial year. Officers will need to explore funding opportunities and comply with any associated requirements, including public consultations. It is also anticipated that new planning permission will be required. It is hoped that the existing skate park will last a further year or two, with regular checks and maintenance.

The Chair requested that the DC contact the Edfest event organisers to confirm their availability to attend the next Committee meeting. At this meeting, detailed plans and updated cost estimates for both events, as well as an update on the status of the charity, are to be presented.

103. 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.

104. To receive an up-date on CCTV cameras

Members received the update on the CCTV cameras in Didcot. It was confirmed that the work on the new cameras is progressing.

Members are keen to visit the CCTV Control Room.

The meeting closed at 8.29pm.

Signed: _____(Chair)

Date: _____

Didcot Town Council

Finance and General Purposes Committee

16th December 2024 at 7.30pm

All Saints Room, Didcot 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:

Councillor T Worgan (Chair)
Councillor G Roberts (Deputy Chair)
Councillor G Ryall
Councillor N Hards
Councillor D Aragao
Councillor J Loder
Councillor M Khan (subbing for Cllr J Broadbent)

Officers:

Mrs J Wheeler –Town Clerk (TC)

105. To receive apologies

Apologies were tendered by the Deputy Town Clerk and Cllr J Broadbent. Cllr M Khan attended as substitute. All other members were present.

106.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

Cllr M Khan declared an interest in Edfest as one of the event organisers.

107.To agree the Minutes of the meeting held on 25th November 2024

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

The Town Clerk (TC) will distribute the Public Work Loan Board chart of repayments and interest to Committee members.

108. Questions on the Minutes as to the progress of any item

There were no questions.

109.To review the current 2024-2025 budget report

The Committee reviewed the current budget report. It was confirmed that the increase in insurance cost is due to additional cover for the new pavilion and the Splash Pad in Edmonds Park. It was also confirmed that there had been additional health and safety visits this year linked to the splash pad facility.

110.To consider the final budget figures 2025-2026 financial year

The budget figures were based on a working precept of £1,602,772, up from the current precept of £1,470,433. The Committee considered the budget figures, which included projected end of year figures for 2024-2025 and proposed figures for the 2025-2026 financial year.

Cllr T Worgan explained that the staffing cost increase was mainly due to the employer's National Insurance increase from 1st April 2025; the lowering of the threshold for employers to pay National Insurance on their staff; additional staff requirements for the management of the Edmonds Park pavilion and the operation of the Splash Pad.

The Christmas Lights budget is proposed to be increased to £20,000, and the Grant Aid budget for the 25-26 year is proposed to be increased to £60,000.

Cllr G Ryall queried the Christmas Lights cost centre being described as a Capital Project. The TC will query this with DCK.

Cllr M Khan enquired about the rationale for the Town Council potentially financing Christmas lights in the privately owned Orchard Centre. It was clarified that Didcot Town Council would not assume any financial responsibility for the Orchard Centre Christmas lights. However, discussions were had with Orchard Centre staff regarding the possibility of collaborating to create a more unified Christmas light display for the town, in future years.

Cllr G Ryall suggested that, in his opinion, it would be logical for the provision of Christmas lights and hanging basket displays to be combined and overseen by the same committee.

The decommissioning of the Splash Pad was also discussed, and it was agreed that a specific date for the work should be scheduled for the end of September 2025.

It was RESOLVED to RECOMMEND the draft budget for approval at the full Council meeting on 6th January 2025.

111.To review and consider the precept request for the 2025 – 2026 financial year

The Committee reviewed the precept request as part of the 2025- 2026 budget. The precept recommendation of £1,602,772 was proposed on a tax base of 11,277.4 which would result in a Band D property paying £142.12 per annum – an increase of approximately 9% or 6.8% on the council tax statement.

The working tax base has risen from 11,035.3 to 11,277.4; the numbers of tax paying properties in Didcot has risen from 13,943 to 14,186 – an increase of approx.. 2.2% based on increased housing and tax-paying properties. On this precept, the Band D tax would rise from £133.25 to £142.12 per annum – an actual rise of 6.8%.

Cllr G Ryall expressed frustration regarding the increased pressure on services in Didcot resulting from the growth of Western Valley for which no additional remuneration is received. Other members agreed.

It was proposed by Cllr T Worgan, seconded by Cllr J Loder and RESOLVED to RECOMMEND the budget for the 2025 – 2026 financial year with a precept of £1,602,772 to full Council. The vote was: IN FAVOUR = 4; ABSTAIN = 3.

112.To approve the purchase hire period for the new grass cutting equipment

The resolution to go ahead with the purchase had been approved at the full Council meeting held on 4th November 2024. Members discussed the purchase options expressing concerns about how delays could impact the cutting schedule for the upcoming year. The finances were tight but the Councillors were keen to purchase out-right rather than hire purchase.

It was recommended to push the purchase into early 2025 where the end of year finances would be easier to manage. The Town Clerk would liaise with the Outdoor Services Manager to determine when the machine will be required. This timeline will then guide the purchase date.

113. To note the CIL Annual Report for 2023-2024

Members noted the report for the April 2023 – March 2024 financial year and acknowledged that it is retrospective. This report will be sent to SODC. The TC confirmed that the next report for 2024-2025 will include the amount spent this year on the Splash Pad which will reduce the actual amount of CIL available for new projects. The Town Clerk will confirm the remaining CIL.

114.To review the progress report

Members reviewed the report. Work on the CCTV cameras is in progress. The TC will circulate the CCTV Communications email to members.

The TC confirmed that a meeting took place between representatives from Restore and Officers during her annual leave; however, the main contact at Restore was not present. The information requested by the TC has not yet been provided. It was noted that further investigations are required into the condition of the land, the procedure for disposal, and potential agreements, alongside seeking additional advice from the Secretary of State. Members agreed to invoice Restore for the plots on the New Road allotments and to proceed with the termination process due to non-cultivation of the plots.

A meeting with OCC is to be arranged to discuss the maps of areas in Didcot, as well as the verges.

Cllr M Khan provided the Committee with an update on the preparations for Edfest 2025 and distributed relevant information to members. He outlined that the theme for the event is 'fun,' with a particular focus on food, drink, and music. Edfest organisers are planning to collaborate with Hatwells Funfair and aim to hold the event on 2nd August 2025.

Cllr M Khan expressed gratitude to Didcot Town Council for the £10,000 grant awarded to support the event and noted that additional funding efforts are ongoing. He emphasised the importance of ensuring the event is sustainable.

Cllr T Worgan raised a query regarding the cost of security for the event, referencing earlier issues at Boundary Park. In response, Cllr M Khan expressed confidence that

the allocated budget £1,800, which covers 10 security staff, will be sufficient. Cllr M Khan confirmed that the organisers are continuing to negotiate the costs of the stage and PA system, as this represents a significant expense for the event organisers. The new pavilion in Edmonds Park will be used as an evening 'launch event' to promote Edfest and will offer drinks and music to visitors on 10th May 2025.

Cllr G Ryall enquired how the organisers would acknowledge the grant from Didcot Town Council. Cllr M Khan confirmed that DTC would be recognised as a headline sponsor for the event. Cllr G Ryall also requested an update on the charity status. Cllr M Khan explained that obtaining charity status has not yet been pursued, as it would delay preparations for next year's event. Cllr G Ryall further asked whether the King Alfred Drive charity is kept separate from Edfest operations, and it was confirmed that the two are entirely independent. When questioned about the future financial sustainability of the event, Cllr M Khan emphasised that volunteers would need to focus on securing sponsorship, donations, and grants. He also stressed the importance of ensuring the event remains sustainable to support its continuation in future years.

Cllr T Worgan asked that Cllr M Khan provide the Committee with an update in May to confirm arrangements for the events.

Cllr M Khan provided the Chair with a letter from the King Alfred Drive Community Centre expressing their gratitude for the grant of £5,200, which enabled the charity to keep the centre open and available for the community.

Staff have been requested to complete the Cyber Security online training, as recommended by Cllr G Ryall. The Chair expressed gratitude to Cllr G Ryall for the suggestion.

A review of future grant application procedures is scheduled for March 2025.

Planning for VE Day events is underway. A proposed event is scheduled for Thursday, 8th May, with a dance event planned for the evening of Friday, 9th May. Cllr M Khan highlighted the possibility of relocating the War Memorial within the War Memorial Garden to create additional space for the Remembrance Parade. This matter will be referred to the appropriate Committee for consideration.

Quotes for grass verge cutting will be reviewed by the Environment and Climate Committee.

115.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.

116.To clarify the cost of terminating the current IT contract

The TC provided confirmation of the termination costs associated with the current contract. The Committee **RESOLVED** to extend the contract for an additional 12 months and to explore alternative options available to the Council.

The meeting closed at 8.50pm.

Signed: _____(Chair)

Date: _____

DRAFT

ITEM 4 b ii Min 110 Recommendation

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance and General Purposes									
100 Central Administration									
1195 Miscellaneous Income	0	0	0	30	0	0	30	0	0
Total Income	0	0	0	30	0	0	30	0	0
4000 Staff Costs (Re-allocated)	0	0	362,481	250,699	381,511	0	439,527	0	0
4005 Agency Staffing	0	0	14,790	0	14,245	0	15,000	0	0
4006 Outsourced Services	0	0	0	7,910	0	0	0	0	0
4007 HR/H&S Services	0	0	2,000	2,400	2,400	0	2,500	0	0
4008 Travel & Expenses	0	0	3,500	3,220	4,000	0	3,500	0	0
4009 Training & Conferences	0	0	8,000	4,118	6,000	0	8,000	0	0
4010 Misc Admin Costs	0	0	500	237	406	0	500	0	0
4011 Business Rates	0	0	11,000	6,636	10,018	0	14,500	0	0
4020 Equipment Purchase (Minor)	0	0	0	226	250	0	200	0	0
4021 Postage	0	0	800	22	40	0	300	0	0
4022 Telephone	0	0	3,000	2,525	3,000	0	3,000	0	0
4024 Stationery and Printing	0	0	2,300	758	1,137	0	2,000	0	0
4025 Subscriptions	0	0	4,160	4,677	4,677	0	6,000	0	0
4026 Insurance	0	0	25,475	31,240	31,240	0	30,000	0	0
4028 Photocopier	0	0	2,500	866	1,000	0	2,000	0	0
4031 Recruitment Advertising	0	0	1,000	0	0	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	310	133	266	0	310	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	136	200	0	300	0	0
4046 IT/Website	0	0	30,000	16,165	24,766	0	38,000	0	0

Continued on next page

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Didcot Town Council

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049 Security	0	0	500	0	500	0	3,000	0	0
4052 Accountancy Charges	0	0	4,000	3,781	4,000	0	4,500	0	0
4055 Bank Charges	0	0	1,300	1,007	963	0	1,100	0	0
4056 Card Processing Fees	0	0	0	168	200	0	350	0	0
4059 Other Professional Fees	0	0	0	6	20	0	0	0	0
Overhead Expenditure	0	0	477,616	336,928	490,839	0	574,587	0	0
Movement to/(from) Gen Reserve	0	0	<u>(477,616)</u>	<u>(336,898)</u>	<u>(490,839)</u>		<u>(574,557)</u>		
103 Civic and Democratic									
4009 Training & Conferences	0	0	800	180	400	0	800	0	0
4205 Mayors Allowance	0	0	3,330	283	3,330	0	3,330	0	0
4210 Civic Functions	0	0	3,500	3,475	4,500	0	4,000	0	0
4220 Elections	0	0	13,000	0	0	0	13,000	0	0
Overhead Expenditure	0	0	20,630	3,938	8,230	0	21,130	0	0
Movement to/(from) Gen Reserve	0	0	<u>(20,630)</u>	<u>(3,938)</u>	<u>(8,230)</u>		<u>(21,130)</u>		
106 Corporate Management									
1176 Precept	0	0	1,470,433	1,470,433	1,470,433	0	1,602,772	0	0
1196 Interest Received	0	0	20,000	25,090	37,000	0	30,000	0	0
Total Income	0	0	1,490,433	1,495,523	1,507,433	0	1,632,772	0	0
4057 Audit Fees	0	0	3,780	510	3,500	0	4,000	0	0
4058 Legal Fees	0	0	5,000	4,509	5,500	0	5,000	0	0
Overhead Expenditure	0	0	8,780	5,019	9,000	0	9,000	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	0	1,481,653	1,490,504	1,498,433		1,623,772		
Services to Others									
1805 Income -Materials Fleet Meadow	0	0	200	122	175	0	200	0	0
1806 Income -Labour Fleet Meadow	0	0	2,500	2,917	4,000	0	4,000	0	0
Total Income	0	0	2,700	3,039	4,175	0	4,200	0	0
4801 Materials - Fleet Meadow	0	0	200	97	200	0	200	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	0	0	2,500	2,942	3,975	0	4,000	0	0
Community Services									
4191 Xmas Lights Revenue	0	0	0	2,197	2,500	0	3,000	0	0
4401 Summer Fayre/EdFest Expenditur	0	0	2,000	10,000	10,000	0	0	0	0
4402 Remembrance Day Parade	0	0	4,000	1,495	2,500	0	3,000	0	0
4701 Grant Aid	0	0	47,000	39,326	58,000	0	60,000	0	0
99139 Tfr from EMR Summer Fayre	0	0	0	-8,000	0	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	0	0	53,000	45,018	73,000	0	66,000	0	0
	0	0	(53,000)	(45,018)	(73,000)		(66,000)		
Capital and Projects									
1185 S106 Income Splash Pad E.Park	0	0	0	94,993	94,993	0	0	0	0
1186 S106 Income Teen Play E.Park	0	0	0	33,221	33,221	0	0	0	0
1189 CIL Income	0	0	0	42,392	42,392	0	0	0	0

Continued on next page

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	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	0	170,606	170,606	0	0	0	0
4053 Loan Capital Repayments	0	0	122,257	68,185	121,434	0	127,366	0	0
4054 Loan Interest	0	0	173,162	106,773	176,123	0	170,190	0	0
4058 Legal Fees	0	0	0	8,786	9,000	0	0	0	0
4900 CAP - Edmonds Park Pavilion	0	0	0	31,626	31,626	0	0	0	0
4901 CAP - Christmas Lights	0	0	15,000	0	12,000	0	20,000	0	0
4902 CAP - Equipment/Furniture	0	0	16,000	14,446	16,000	0	16,000	0	0
4905 CAP - Splash Park	0	0	0	437,024	437,024	0	0	0	0
4906 CAP - Green Projects	0	0	5,000	0	1,000	0	5,500	0	0
4907 CAP - Edmonds Park Teen Play	0	0	0	46,841	46,841	0	0	0	0
4908 CAP - Wessex CRX 320 Mower HP	0	0	0	1,969	3,849	0	0	0	0
99028 Tfr to EMR CIL	0	0	0	42,392	42,392	0	0	0	0
99117 Tfr from EMR CIL Splash Park	0	0	0	-113,657	-113,657	0	0	0	0
99120 Tfr from EMR Building Repair	0	0	0	-20,077	-20,077	0	0	0	0
99133 Tfr from EMR Splash Park	0	0	0	-139,903	-139,903	0	0	0	0
99152 Tfr from EMR Pavilions	0	0	0	-7,000	-7,000	0	0	0	0
99160 Tfr from EMR Grounds Equip	0	0	0	-1,125	-1,125	0	0	0	0
Overhead Expenditure	0	0	331,419	476,280	615,527	0	339,056	0	0
Movement to/(from) Gen Reserve	0	0	(331,419)	(305,674)	(444,921)		(339,056)		
Finance and General Purposes - Income	0	0	1,493,133	1,669,199	1,682,214	0	1,637,002	0	0
Expenditure	0	0	891,645	867,279	1,196,796	0	1,009,973	0	0
Movement to/(from) Gen Reserve	0	0	601,488	801,920	485,418		627,029		

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
300	Outside Services								
4000	0	0	328,021	212,499	325,324	0	346,018	0	0
4008	0	0	1,500	1,148	1,500	0	1,500	0	0
4014	0	0	0	-620	1,000	0	1,500	0	0
4015	0	0	0	904	904	0	500	0	0
4016	0	0	2,000	1,926	2,000	0	3,000	0	0
4018	0	0	0	909	400	0	400	0	0
4020	0	0	0	118	909	0	500	0	0
4025	0	0	150	0	150	0	150	0	0
4042	0	0	0	3,600	3,600	0	5,000	0	0
4043	0	0	0	1,097	2,000	0	1,500	0	0
4044	0	0	0	4,395	4,500	0	6,500	0	0
4045	0	0	32,000	15,614	21,771	0	33,000	0	0
4047	0	0	6,000	4,461	6,000	0	6,000	0	0
4048	0	0	2,800	1,981	2,800	0	2,940	0	0
	0	0	372,471	248,033	372,858	0	408,508	0	0
	0	0	(372,471)	(248,033)	(372,858)		(408,508)		
	Movement to/(from) Gen Reserve								
307	Environmental Services								
1061	0	0	2,000	0	0	0	0	0	0
1063	0	0	5,000	5,000	5,000	0	5,000	0	0
1180	0	0	0	13,424	13,424	0	13,424	0	0
1183	0	0	50	0	50	0	50	0	0
1192	0	0	10,000	10,000	10,000	0	10,000	0	0

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4611-Min 110-5

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	0	17,050	28,424	28,474	0	28,474	0	0
4036 Grass Cutting	0	0	0	27,504	27,504	0	27,000	0	0
4038 Hanging Baskets	0	0	0	5,248	5,248	0	5,500	0	0
4040 Tree Management Contract	0	0	5,000	550	1,500	0	4,000	0	0
4041 Grounds Maintenance	0	0	22,500	673	4,000	0	22,500	0	0
4192 Bus Shelter Contract	0	0	10,000	10,000	10,000	0	10,000	0	0
4193 Dog Fouling Services	0	0	3,200	2,261	3,600	0	3,296	0	0
4194 Street Furniture Maintenance	0	0	7,000	1,168	2,500	0	4,000	0	0
4195 CCTV Contributions	0	0	10,000	3,554	10,000	0	15,000	0	0
99156 Tfr from EMR Grass Cutting	0	0	0	-27,500	-27,500	0	0	0	0
Overhead Expenditure	0	0	57,700	23,458	36,852	0	91,296	0	0
Movement to/(from) Gen Reserve	0	0	(40,650)	4,967	(8,376)		(62,822)		
311 Allotments									
1181 Allotment Rents	0	0	15,500	12,390	15,000	0	17,000	0	0
Total Income	0	0	15,500	12,390	15,000	0	17,000	0	0
4012 Water Charges	0	0	2,500	485	600	0	1,500	0	0
4018 Waste Disposal	0	0	0	684	800	0	1,500	0	0
4020 Equipment Purchase (Minor)	0	0	0	23	50	0	100	0	0
4041 Grounds Maintenance	0	0	6,000	2,951	4,000	0	6,200	0	0
4043 Property Repairs & Maintenance	0	0	0	2,877	2,877	0	0	0	0
4411 Allotment Competition	0	0	350	0	350	0	350	0	0
99120 Tfr from EMR Building Repair	0	0	0	-2,877	-2,877	0	0	0	0

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4611 - Min 110-6

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049 Security	0	0	6,000	0	500	0	500	0	0
99138 Tfr from EMR Play Areas	0	0	0	-2,919	-2,919	0	0	0	0
Overhead Expenditure	0	0	28,500	12,805	19,991	0	27,100	0	0
Movement to/(from) Gen Reserve	0	0	(28,500)	(8,245)	(15,431)		(22,600)		
331 Splash Park									
4009 Training & Conferences	0	0	0	2,013	2,013	0	2,000	0	0
4012 Water Charges	0	0	0	169	400	0	500	0	0
4015 Cleaning and Hygiene	0	0	0	269	400	0	500	0	0
4016 Uniform/Protective Clothing	0	0	0	223	223	0	250	0	0
4020 Equipment Purchase (Minor)	0	0	0	431	500	0	200	0	0
4044 Maintenance Contracts	0	0	0	180	180	0	5,500	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	1,451	1,200	0	700	0	0
Overhead Expenditure	0	0	0	4,737	4,916	0	9,650	0	0
Movement to/(from) Gen Reserve	0	0	0	(4,737)	(4,916)		(9,650)		
332 Ladygrove Park									
1061 Ground Hire Income	0	0	3,000	0	0	0	2,080	0	0
1062 Fishing/Lakes Income	0	0	2,500	2,231	2,231	0	0	0	0
Total Income	0	0	5,500	2,231	2,231	0	2,080	0	0
4041 Grounds Maintenance	0	0	12,000	5,903	8,000	0	10,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	13,300	13,300	0	0	0	0
4058 Legal Fees	0	0	0	300	300	0	0	0	0

Continued on next page

6-19
46ii - Min 110-8

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
99123 Tfr from EMR Skatepark	0	0	0	-13,300	-13,300	0	0	0	0
Overhead Expenditure									
Movement to/(from) Gen Reserve	0	0	12,000	6,203	8,300	0	10,000	0	0
	0	0	(6,500)	(3,972)	(6,069)		(7,920)		
333 Loyd Park									
1063 Sports Pitch Hire	0	0	0	1,500	3,000	0	3,000	0	0
Total Income									
0	0	0	0	1,500	3,000	0	3,000	0	0
4012 Water Charges	0	0	500	0	100	0	500	0	0
4014 Light and Heat	0	0	150	228	300	0	300	0	0
4044 Maintenance Contracts	0	0	0	311	311	0	500	0	0
Overhead Expenditure									
0	0	0	650	539	711	0	1,300	0	0
Movement to/(from) Gen Reserve	0	0	(650)	961	2,289		1,700		
338 Other Parks & Recreation Areas									
4040 Tree Management Contract	0	0	0	2,600	2,600	0	0	0	0
4041 Grounds Maintenance	0	0	12,000	780	3,000	0	8,000	0	0
Overhead Expenditure									
0	0	0	12,000	3,380	5,600	0	8,000	0	0
Movement to/(from) Gen Reserve	0	0	(12,000)	(3,380)	(5,600)		(8,000)		
341 Play Areas									
4041 Grounds Maintenance	0	0	4,000	766	2,000	0	4,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	30,000	8,025	15,000	0	32,000	0	0
Overhead Expenditure									
0	0	0	34,000	8,791	17,000	0	36,000	0	0

Continued on next page

6-20
46ii - Min 110-9

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	0	(34,000)	(8,791)	(17,000)		(36,000)		
Environment and Climate - Income	0	0	56,050	72,667	77,765	0	76,054	0	0
Expenditure	0	0	534,121	315,018	476,278	0	608,704	0	0
Movement to/(from) Gen Reserve	0	0	(478,071)	(242,351)	(398,513)		(532,650)		

Continued on next page

46 ii - Min 110-10

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Property and Facilities</u>									
<u>401 Civic Hall General</u>									
1000	55,000	43,003	60,000	28,520	43,945	0	50,000	0	0
1001	12,000	12,380	14,000	10,531	15,809	0	16,000	0	0
1002	25,000	30,566	30,000	23,227	34,033	0	35,000	0	0
1003	10,000	10,423	12,000	10,899	16,117	0	18,000	0	0
1004	8,000	6,103	9,000	4,275	6,545	0	9,500	0	0
1005	0	592	500	0	200	0	0	0	0
1006	0	0	0	258	258	0	0	0	0
1009	0	8,476	0	4,810	8,245	0	8,500	0	0
1011	2,000	1,287	1,000	1,448	2,310	0	3,000	0	0
1020	1,000	2,694	1,000	2,084	3,248	0	3,000	0	0
	113,000	115,523	127,500	86,052	130,710	0	143,000	0	0
Total Income									
3155	0	1,110	0	0	0	0	0	0	0
4000	0	0	50,963	27,980	46,190	0	45,229	0	0
4001	48,000	69,069	0	0	0	0	0	0	0
4002	0	3,158	0	0	0	0	0	0	0
4003	0	12,499	0	0	0	0	0	0	0
4009	0	0	500	0	0	0	0	0	0
4011	0	0	11,000	8,790	11,000	0	15,000	0	0
4012	12,000	-1,883	10,000	542	1,200	0	5,000	0	0
4014	40,000	37,062	30,000	16,671	25,000	0	30,000	0	0
4015	30,000	27,860	30,000	17,773	30,361	0	30,000	0	0

Continued on next page

4611-Min 110-11

Didcot Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Budget Report

09/12/2024
14:43

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4016 Uniform/Protective Clothing	1,000	0	250	0	200	0	250	0	0
4018 Waste Disposal	3,500	4,816	3,500	2,422	3,100	0	3,500	0	0
4020 Equipment Purchase (Minor)	0	0	1,000	-202	300	0	1,000	0	0
4022 Telephone	1,000	50	500	0	0	0	0	0	0
4023 Licenses	4,000	2,303	4,000	1,417	2,300	0	2,000	0	0
4024 Stationery and Printing	0	150	0	0	0	0	0	0	0
4027 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4033 Other Advertising	0	0	1,000	500	500	0	500	0	0
4041 Grounds Maintenance	0	0	0	13	13	0	200	0	0
4042 Equipment/Vehicle Hire	10,000	1,921	0	215	215	0	1,000	0	0
4043 Property Repairs & Maintenance	10,000	38,132	30,000	7,486	12,833	0	30,000	0	0
4044 Maintenance Contracts	15,000	19,658	20,000	10,402	15,661	0	15,000	0	0
4045 Equipment/Vehicle Maintenance	2,000	349	3,000	847	1,452	0	3,000	0	0
4049 Security	0	0	800	1,106	1,300	0	1,200	0	0
4051 Stocktakers Fees	300	0	0	0	0	0	0	0	0
4052 Accountancy Charges	500	2,375	2,000	0	0	0	0	0	0
4054 Loan Interest	50,000	-12,096	0	0	0	0	0	0	0
4099 Bad Debt Write Off	0	660	0	0	0	0	0	0	0
4103 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4104 DO NOT USE	1,000	0	0	0	0	0	0	0	0
4105 DO NOT USE	0	-2	0	0	0	0	0	0	0
4400 Events Expenditure	0	0	150	42	100	0	150	0	0
99120 Tfr from EMR Building Repair	0	-22,651	0	0	0	0	0	0	0
Overhead Expenditure	230,300	184,539	198,663	96,004	151,725	0	183,029	0	0

Continued on next page

4611-Min 110-12

Didcot Town Council
Annual Budget - By Committee (Actual YTD Month 8)
Note: Budget Report

09/12/2024
14:43

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
<u>402 Civic Hall Bar</u>									
1050 Bar Sales	15,000	22,909	15,000	12,234	18,253	0	18,000	0	0
Total Income	15,000	22,909	15,000	12,234	18,253	0	18,000	0	0
3001 Bar Cost of Sales	0	0	7,500	8,400	11,772	0	10,000	0	0
3002 Catering Cost of Sales	0	0	0	175	200	0	500	0	0
3003 Food & Beverage Cost of Sales	0	0	500	104	178	0	500	0	0
Direct Expenditure	0	0	8,000	8,679	12,150	0	11,000	0	0
3000 DO NOT USE	7,500	12,313	0	0	0	0	0	0	0
3020 DO NOT USE	500	337	0	0	0	0	0	0	0
3154 DO NOT USE	3,000	1,865	0	0	0	0	0	0	0
4042 Equipment/Vehicle Hire	0	0	0	61	30	0	0	0	0
4044 Maintenance Contracts	0	0	0	60	60	0	2,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	3,000	1,096	1,878	0	3,100	0	0
4046 IT/Website	0	0	0	19	50	0	50	0	0
4056 Card Processing Fees	0	0	0	427	600	0	600	0	0
Overhead Expenditure	11,000	14,515	3,000	1,663	2,618	0	5,750	0	0
Movement to/(from) Gen Reserve	4,000	8,394	4,000	1,892	3,485		1,250		
<u>403 Civic Hall Catering</u>									
1000 Main Hall	0	0	0	-75	-75	0	0	0	0
1075 Food and Beverage Income	3,000	12,903	8,000	12,838	16,688	0	17,000	0	0

Continued on next page

4611 - Min 110 - 13

Note: Budget Report

	<u>2023/24</u>		<u>2024/25</u>			<u>2025/26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1100 Catering Income - Food	6,000	7,180	8,000	9,777	11,000	0	11,000	0	0
Total Income	9,000	20,084	16,000	22,539	27,613	0	28,000	0	0
3002 Catering Cost of Sales	0	0	0	5,262	6,145	0	7,000	0	0
3003 Food & Beverage Cost of Sales	0	0	8,000	1,240	869	0	2,000	0	0
Direct Expenditure	0	0	8,000	6,502	7,014	0	9,000	0	0
3100 DO NOT USE	4,500	4,796	0	0	0	0	0	0	0
4020 Equipment Purchase (Minor)	0	0	0	1,117	1,180	0	2,000	0	0
4043 Property Repairs & Maintenance	0	0	0	116	200	0	550	0	0
4045 Equipment/Vehicle Maintenance	0	0	1,000	915	1,000	0	1,200	0	0
4350 DO NOT USE	2,500	2,040	0	0	0	0	0	0	0
Overhead Expenditure	7,000	6,836	1,000	2,148	2,380	0	3,750	0	0
Movement to/(from) Gen Reserve	2,000	13,247	7,000	13,889	18,219		15,250		
411 Willowbrook Leisure Centre									
1000 Main Hall	0	0	72,000	76,423	90,000	0	100,000	0	0
Total Income	0	0	72,000	76,423	90,000	0	100,000	0	0
4000 Staff Costs (Re-allocated)	0	0	51,654	39,741	69,263	0	74,191	0	0
4011 Business Rates	0	0	10,600	7,054	10,078	0	12,000	0	0
4012 Water Charges	0	0	0	1,327	2,000	0	2,000	0	0
4014 Light and Heat	0	0	45,000	4,351	11,605	0	30,000	0	0
4015 Cleaning and Hygiene	0	0	0	1,070	1,200	0	2,000	0	0
4018 Waste Disposal	0	0	0	1,953	2,000	0	2,000	0	0

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4611 - Min 110 - 14

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25			2025/26			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	0	0	0	68	0	0	0	0	0
4043	0	0	10,000	2,434	4,000	0	10,000	0	0
4044	0	0	12,000	8,536	10,000	0	10,000	0	0
4045	0	0	5,000	400	700	0	5,000	0	0
4046	0	0	3,000	565	600	0	1,500	0	0
4056	0	0	0	2,387	3,000	0	3,000	0	0
			137,254	69,887	114,446	0	151,691	0	0
			(65,254)	6,536	(24,446)		(51,691)		
421									
Edmonds Park Pavilion									
1000	0	0	0	7,967	8,000	0	10,000	0	0
1050	0	0	0	5,172	5,500	0	8,000	0	0
1075	0	0	0	250	250	0	1,200	0	0
			0	13,389	13,750	0	19,200	0	0
			0	2,349	2,400	0	5,000	0	0
			0	2,349	2,400	0	5,000	0	0
			0	4,077	6,500	0	5,000	0	0
			0	34	0	0	0	0	0
			0	2,638	4,500	0	7,000	0	0
			0	242	500	0	2,000	0	0
			0	70	70	0	100	0	0
			0	55	0	0	0	0	0
			0	2,162	3,000	0	4,000	0	0

Continued on next page

46ii - Min 10 - 15

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4044 Maintenance Contracts	0	0	0	1,543	2,650	0	4,000	0	0
4045 Equipment/Vehicle Maintenance	0	0	0	2,761	2,761	0	3,000	0	0
4046 IT/Website	0	0	0	44	50	0	100	0	0
4056 Card Processing Fees	0	0	0	363	600	0	600	0	0
Overhead Expenditure	0	0	0	13,989	20,631	0	25,800	0	0
Movement to/(from) Gen Reserve	0	0	0	(2,949)	(9,281)		(11,600)		
Property and Facilities - Income	137,000	158,515	230,500	210,637	280,326	0	308,200	0	0
Expenditure	248,300	205,890	355,917	201,221	313,364	0	395,020	0	0
Movement to/(from) Gen Reserve	(111,300)	(47,374)	(125,417)	9,416	(33,038)		(86,820)		

Continued on next page

4611 - Min 110 - 16

Annual Budget - By Committee (Actual YTD Month 8)

Note: Budget Report

	2023/24		2024/25				2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Personnel									
500 Staffing and Staff Costs									
4000 Staff Costs (Re-allocated)	0	0	-793,119	-530,919	-822,288	0	-904,965	0	0
4001 Salaries - Gross Pay	0	0	612,999	417,145	637,493	0	688,046	0	0
4002 Salaries - Er's NI	0	0	53,395	32,758	53,027	0	79,012	0	0
4003 Salaries - Er's Superann	0	0	126,725	81,016	129,218	0	137,907	0	0
Overhead Expenditure	0	0	0	0	-2,550	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	2,550		0		
Personnel - Income	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	-2,550	0	0	0	0
Movement to/(from) Gen Reserve	0	0	0	0	2,550		0		
Total Budget Income	137,000	158,515	1,779,683	1,952,503	2,040,305	0	2,021,256	0	0
Expenditure	248,300	205,890	1,781,683	1,383,519	1,983,888	0	2,013,697	0	0
Movement to/(from) Gen Reserve	(111,300)	(47,374)	(2,000)	568,985	56,417		7,559		

46ii - Min 110-17

Didcot Town Council

Finance & General Purposes Committee 16th December 2024

Report author: Janet Wheeler



Recommendation Minute 111 - precept request for the 2025/2026 upon the rating authority

Introduction

This report asks full Council to approve the precept request for the financial year 2025/2026. The precept recommendation must be submitted to South Oxfordshire District Council by 15th January 2025.

All Committees of the Council have gone through an examination of cost centres within the budget. Reviews have been taking place throughout the autumn. Council should consider the precept whilst reviewing the budget for the financial year 2025/2026.

Consideration

As part of the budgeting process, the precept requirement must be reviewed in detail.

TAX BASE

The precept for FY24/25 is currently £1,470,433. The number of dwellings in Didcot has increased from 13,943 to 14,186 new properties with the corresponding working tax base increasing from 11,035.3 in 2024-2025 to 11,277.4. Last year owners of Band D properties paid £133.25 for Didcot Town Council to operate.

The F&GP Committee has made a recommendation to full Council as to the level they wish to set the precept for 2025-2026 financial year.

...cont'd/

The recommendation to full Council is:

Precept: £1,602,772

Band D: £142.12 per year; 2.73 per week; 39p per day for Didcot Town Council to operate.

Increase: Approx. 9% (2.2% of this increase will come from the increased housing numbers – leaving the actual increase around 6.8%)

Ear-marked reserves and rolling reserves

Any unspent cost centres can be rolled over for projects in the next financial year or to support the building up of our general reserves. The Town Clerk recommends that the F&GP Committee review the finances at the February Committee meeting with a recommendation on the ear-marked reserves to go to the full Council meeting in March.

It is usual to apportion ear-marked reserves later in the financial year when a more accurate assumption can be made of available monies.

Ear-marked reserves can show a higher figure but the projects must be clearly identified to the auditor and should be reviewed annually. By making this a separate report for the Council meeting in March – we can clearly show the auditor the projects that require funding.

Legal Implications

1. A Council's functions with respect to levying or issuing a precept can only be discharged by the Full Council (s.101 (6) of the 1972 Act).

Financial & Risk Implications

2. The primary risk of any budget is that it is forecast based on assumptions and, as such, there is a risk that these assumptions may prove to be incorrect. There are also further risks that either cannot be fully predicted or lie outside the control of the Council (e.g. movements in interest rates or pandemic viruses).

Janet Wheeler
Town Clerk

Didcot Town Council

Environment & Climate Committee
Monday 18th November 2024 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 Macdonald
Cllr S Cole
Cllr J Broadbent
Cllr A Hudson

Officers:

Mrs J Wheeler (Town Clerk – TC)
Mrs L Blake (Deputy Town Clerk - DC)
Mr M Blake (Outdoor Services Manager - OSM)
Mr P Bint (Estate Administrator – EA)

Five representatives were in attendance on behalf of Restore.

32. To receive apologies

No apologies were received. Cllr Z Mohammed was absent.

33. To receive declarations of interest

No declarations of interest were received.

34. To agree the minutes of the meeting held on 16th September 2024 as a true and correct record

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

35. Questions on the minutes and review the progress report

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

4 c (i) - Environment & Climate Committee Meeting
DRAFT Minutes 18.11.2024

Progress report			
Meeting	Item	Comments	Review date/meeting
-	Smokefree play park signs.	New Estate Administrator has taken on this project.	Was on agenda for consideration 18.11.2024
-	Investigate chicanes/bollards at Stubbings Land.	Taylor Wimpey will not pay for the work but may allow DTC to install at their cost (to include associated drawing costs). Should DTC consider putting something on DTC land or wait for the land to be transferred and work with the landowner?	No further progress has been made.
-	CIL Grant Fund application.	Application submitted on 28 th June 2024. Update circulated to Cllrs 18 th October 24 to state a decision may be received w/c 18 th November 2024.	When decision has been made.
15.07.2024 – min 15 (17)	Hiring the robotic mower to cut the mounds	Due to commence mid-September.	Completed.
15.07.2024 – min 17	Recommend the potential relocation, replacement and investigations into the skate park and adjacent area in Ladygrove, to Full Council.	Will be discussed at Full Council on 2 nd September 2024.	At FC meeting 2 nd September 2024. Update on agenda 18.11.2024.
16.09.2024 – min 26	Purchase the Playground Inspection app.	PO number has been given. Training has been arranged and all sites will be set up at the start of next year.	Update covered in OSM report.
16.09.2024 – min 27	Clearing the vegetation at the community polytunnel.	Agreed to clear at 16 th September meeting. Progress has been started and companies have been contacted requesting donations of materials.	Update on agenda 18.11.2024.
16.09.2024 – min 28	Permanently ban the use of chemicals by the allotment tenants on all sites.	Signs have been put up across all sites and allotment tenants were advised of this new rule with all invoices 1 st October 2024.	Completed. Posters have been put up and tenants informed in the rent letters

Future Projects			
	Investigate water supply at the lakes.	The Council investigated this in the past and many ideas were looked into.	On-going
	'Do not feed ducks/geese' signs.	The OSM will investigate the costs.	On-going
	Art grants to potentially create a lake feature and/or literary trail for children.		On-going
	Hedges – to be cut back at the lakes and skate park.	Already part of the outdoor team's work – will be done in the winter months. Work has started.	
	Investigate specific Ladygrove events, or events that can 'travel around' other parks.		On-going
	Walking Trail to Wittenham Clumps.	Been confirmed there is already a trail but maybe this could be improved?	On-going
	Pears Mapping.	Staff to investigate when this will become 'live' – additional training will be needed. New Estate Administrator will be arranging to learn this software.	Training confirmed for 11 th December 2024

It was confirmed by the Deputy Town Clerk (DC) that the outcome of the CIL Grant should be received this week.

The Chair proposed suspending Standing Orders 30 and 31 to enable the representatives from Restore to address the Committee regarding their plans for a new building on the New Road allotment site. All members agreed.

A representative from Restore provided an overview of the charity, highlighting its status as the longest-established mental health charity in Oxfordshire and its presence at Fleet Meadow since 2004. Members were provided with information packs detailing the charity's history at the site, a letter from the Secretary of State, and plans for a new building.

The architect presented the proposed building plans, explaining that the new structure would match the size of the existing portacabin and include two workshops, a kitchenette, a wash area, and an external veranda. The revised design is planned for completion within six months, as opposed to the original three-stage construction. She noted that various surveys, including tree and ecological assessments, as well as public consultations, had been conducted in recent years. The Town Clerk (TC) requested copies of these surveys and consultation outcomes.

Cllr A Macdonald enquired about the status of planning permission. It was confirmed that the application is ready for submission.

The TC informed the Committee that the Secretary of State had made a decision regarding the land in 2019, based on circumstances at the time. However, with an increase in demand for allotments and a lengthy waiting list, the current situation has changed. The TC emphasised that Didcot Town Council (DTC) would need to consult the Secretary of State again before any decisions on the land are made. Additionally, it would be necessary to determine whether entering into an agreement with Restore for the proposed building would constitute a disposal of a Council asset.

It was confirmed that Restore will provide DTC with copies of the surveys undertaken, and the TC will seek advice from the National Association of Local Councils (NALC). Further meetings will be expected.

The representatives thanked the Committee for their time and proceeded to leave the meeting at 7.55pm.

Standing Orders were fully reinstated.

36. To note the Income and Expenditure to date for the Environment and Climate Committee report, as updated on 4th November 2024

The Committee noted the income and expenditure as updated on 4th November 2024.

37. To consider the Outdoor Services Manager's report

The Committee noted the Outdoor Services Manager's (OSM) report, noted the updates, and considered the recommendations.

6. Hire a shredder and operative for on day

Members considered the recommendation to approve the cost of hiring a shredder and operative for one day's work, on the New Road allotment site, to shred everything in the compost bay and to start the composting process. The compost would then be used to benefit work at the polytunnel, the community planting area and potentially for the allotment tenants.

It was proposed by Cllr A Macdonald, seconded by Cllr S Cole, and RESOLVED to approve the £940 +VAT cost to hire a shredder and operative to clear the area near to the community planting area, and create fresh compost. This would come from cost centre EMR 334 'Community Projects'. All members agreed.

24. Installation of bollards at Edmonds Park

The OSM noted that carpark users of Edmonds Park park in front of the access gates preventing access to the depot by the staff. Whilst the OSM received a quote for 3 telescopic bollards with installation at a cost of £950, the OSM has since researched and found that the team can purchase 5 telescopic bollards for approximately £500, which can be installed by the outdoor team. For the purchase of these 5 bollards and the cost of sand cement and to hire a breaker for their own use, the total sum of this would be approximately £700.

It was proposed by Cllr A Hudson, seconded by Cllr A Macdonald, and RESOLVED to approve the installation of 5 bollards by the Outdoor Team for the cost of £700 +VAT. This would come from cost centre 307/4041. All members agreed.

39. Purchase of a new rotovator

As the Outdoor Team have been working more on the allotments, the OSM noted it would be beneficial to purchase a new rotovator to aid in clearing the plots. Alongside this, Cllr A Macdonald stated that this would allow for the additional services to potentially be reinstated, to which the OSM agreed.

It was proposed by Cllr S Cole, seconded by Cllr K Morrison, and RESOLVED to approve the purchase of a new rotovator for the cost of up to £700. This would come from cost centre 307/4041. All members agreed.

38. To consider the report on applications received to hold events on Town Council owned/managed land, and the recommendations to the Committee

5b. Hatwells Event July-August 25 at ED Park

This event has been provisionally approved.

It was proposed by Cllr A Hudson, seconded by Cllr G Roberts, and RESOLVED to approve of Hatwells Funfair with a total income of £2,400. All members agreed.

6a. Hatwells Events March-April 25 at Ladygrove Park

This event has been provisionally approved.

It was proposed by Cllr A Hudson, seconded by Cllr G Roberts, and RESOLVED to approve of Hatwells Funfair with a total income of £2,080. All members agreed.

6b. Didcot 5-mile Road Race

Members considered the recommendation to approve this event. Didcot Runners also hire Willowbrook Leisure Centre for this event. It was noted by the DC that in the past, there was a £200 charge to the organisers for the park hire, on the condition that a statement was provided to confirm that the proceeds would go to charities. DTC no longer participate in the road closure and Didcot Runners will also have access to Willowbrook Leisure Centre.

It was proposed by Cllr A Hudson, seconded by Cllr G Roberts, and RESOLVED to approve the Didcot 5-mile Road Race and 2-mile fun run with no charge. All members agreed.

39. To consider the report on the suggested annual charges for Didcot Town Council's services for the 2025-2026 financial year and the recommendations to the Committee

The Committee considered the report to approve the Cemetery Administration fee of £80 as well as to remove the Junior Concession charge of £7 for a fishing permit as it was unclear as to what the requirements were for this charge. The DC explained that other Town Councils already provide a fee for the Cemetery Administration.

It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and RESOLVED to approve of the Cemetery Administration fee of £80 and to remove the Junior Concessions charge. All other annual charges were approved. All members agreed.

These charges would be ratified at the next Full Council meeting.

40. To consider the report of the future of the electric vehicle

The Committee considered the report over the concerns of the Alke vehicle and to find an adequate solution. The OSM expressed concerns over the current expenditure of the Alke vehicle, stating that year to date from point of purchase, DTC has spent approximately £9,000 on repairs. It was also stated that in order to keep the Alke, DTC would have to rely on a single company who charge a £320 callout fee alone, due to it being a specialist vehicle.

Cllr A Hudson raised concerns over the safety of the Alke as the wing mirrors change position while in use and the lack of heating in the vehicle itself. The OSM stated that as they currently have a large tipper, it was not necessary to have another one and the focus should be put into a vehicle for transport of equipment. It was therefore proposed to sell the Alke for a previously quoted £7,000 and purchase a box van for the same price as the 'buy back option'. It was noted by the OSM that this would be easier to service as any mechanic can complete any necessary works.

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and RESOLVED to 'sell' the Alke back to the supplier and purchase a box van with the proceeds. All members agreed – *this will need to be approved by Full Council as it will be a disposal of a Council owned asset.*

41. To receive the update on the investigations into a potential new skatepark and consider the recommendation to the Committee

The Committee considered the report, and the possible locations to relocate the new skatepark. The DC relayed the response from representatives from a skatepark installation company regarding the location of the skatepark at Ladygrove Park, to install the new skatepark within the enclosed play area as it considers several factors such as visibility. It was therefore proposed to proceed with the next stage of the project which is to consult with the residents through DTC's social media channels.

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and RESOLVED to approve to proceed with the initial consultation. All members agreed.

42. To receive the update on the draft guidance on discouraging rats on the allotment sites document, and the recommendation to the Committee

The Committee considered the draft guidance on discouraging rats on the allotment sites, which included natural remedies. The use of chemicals was not advised due to protecting dogs and other wildlife. The guidance included planting strong, smelling plants, and herbs to deter the rodents. The work would be undertaken by the Outdoor Team.

Members suggested amending point 7 to inform tenants not to encourage wild animals on their plots.

It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and RESOLVED to approve the document with the slight amendment. This document will be placed in the noticeboards at the allotments and on the Council's website. All members agreed.

43. To note the update on the Smokefree Playground signs and consider the recommendation to the Committee

The Committee considered the update on the smokefree signage scheme. An update was provided by the Estate Administrator that although all the schools which had previously been contacted, had been contacted again, only Ladygrove Primary School expressed interest.

It was proposed by Cllr K Morrison, seconded by Cllr J Broadbent, and RESOLVED to offer Ladygrove Park Primary School the option to design all the smokefree signs for all sites. All members agreed.

44. To note the update on the Community Planting area

The Committee considered the update on the Community Planting Area. The DC expressed that contact had been made with various groups to see if they have any interest in the planting spaces. The next step would be gathering volunteers to arrange clearance days and to consider rental charges and agreements.

45. To consider the second round of budget considerations for the 2025-2026 financial year

The Committee considered potential projects for the second round of budget considerations. Cllr A Macdonald expressed an interest to replant a World War 1 commemorative tree lost in Edmonds Park and also suggested a shade cover would be beneficial for the Splash Park. The OSM voiced concern over keeping the cover safe from vandalism at nighttime.

Cllr A Macdonald also expressed an interest in installing more inclusive play equipment. Following this, the OSM explained a potential project thought up by the outdoor team to install artistic benches around the Garden of Remembrance Cross in Edmonds Park, which would exhibit the history of Didcot.

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

46. To consider proposals from two parties regarding an allotment plot on the Broadway site

The Committee considered the report on the two proposals made by separate parties to undertake an allotment plot on Broadway which hosts an orchard. The two parties consist of a charity and a private tenant, both currently rent an allotment plot.

The OSM had concerns that the plot already rented by the charity is unkempt and therefore claimed it would be irresponsible to allow them to have another plot. However, the interest of the orchard presents new opportunities for the charity as they would like to host apple pressing events amongst other workshops. Whilst all

members were positive about the proposals, it was suggested by the DC to request plans of these workshops, including event plans and risk assessments in order to enable the Committee to make an informed decision. It was noted that the charity would need to show they are active on their current plot before any decision is made.

Both parties would be requested to submit additional information to the Committee on their proposals.

The meeting closed at 8.53pm

Signed: _____ (Chair) Date: _____

Environment and Climate Committee

Recommendation to full Council meeting on 6th January 2025

Report author: Lucy Blake



Recommendation Minute 39 – To approve the suggested annual charges for Didcot Town Council’s services for the 2025-2026 financial year

The extract of minute 39 follows:

The Committee considered the report to approve the Cemetery Administration fee of £80 as well as to remove the Junior Concession charge of £7 for a fishing permit as it was unclear as to what the requirements were for this charge. The DC explained that other Town Councils already provide a fee for the Cemetery Administration.

It was proposed by Cllr S Cole, seconded by Cllr A Hudson, and RESOLVED to approve of the Cemetery Administration fee of £80 and to remove the Junior Concessions charge. All other annual charges were approved. All members agreed.

Recommendation

That the Council formally approves the suggested annual charges for Didcot Town Council’s services for the 2025-2026 financial year, and the allotment concession rental increase for the 2026-2027 financial year.

Lucy Blake
Deputy Town Clerk

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Environment and Climate Committee

Recommendation to full Council meeting on 6th January 2025

Report author: Lucy Blake



Recommendation Minute 40 – To approve the ‘disposal’ of the Alke and purchase of a box van

The extract of minute 40 follows:

The Committee considered the report over the concerns of the Alke vehicle and to find an adequate solution. The OSM expressed concerns over the current expenditure of the Alke vehicle, stating that year to date from point of purchase, DTC has spent approximately £9,000 on repairs. It was also stated that in order to keep the Alke, DTC would have to rely on a single company who charge a £320 callout fee alone, due to it being a specialist vehicle.

Cllr A Hudson raised concerns over the safety of the Alke as the wing mirrors change position while in use and the lack of heating in the vehicle itself. The OSM stated that as they currently have a large tipper, it was not necessary to have another one and the focus should be put into a vehicle for transport of equipment. It was therefore proposed to sell the Alke for a previously quoted £7,000 and purchase a box van for the same price as the ‘buy back option’. It was noted by the OSM that this would be easier to service as any mechanic can complete any necessary works.

It was proposed by Cllr J Broadbent, seconded by Cllr S Cole, and RESOLVED to ‘sell’ the Alke back to the supplier and purchase a box van with the proceeds. All members agreed

Recommendation

That the Council formally approves to dispose of the Alke by selling the vehicle back to the supplier, and approve the purchase of a box van with the proceeds, to aid the outdoor services team.

Lucy Blake
Deputy Town Clerk

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Environment and Climate Committee

Recommendation to full Council meeting on 6th January 2025

Report author: Lucy Blake



Recommendation Minute 42 – To approve the Town Council’s guidance on discouraging rats on the allotment sites document

The extract of minute 42 follows:

The Committee considered the draft guidance on discouraging rats on the allotment sites, which included natural remedies. The use of chemicals was not advised due to protecting dogs and other wildlife. The guidance included planting strong, smelling plants, and herbs to deter the rodents. The work would be undertaken by the Outdoor Team.

Members suggested amending point 7 to inform tenants not to encourage wild animals on their plots.

It was proposed by Cllr K Morrison, seconded by Cllr G Roberts, and RESOLVED to approve the document with the slight amendment. This document will be placed in the noticeboards at the allotments and on the Council’s website. All members agreed.

Recommendation

That the Council formally approves this document.

Lucy Blake
Deputy Town Clerk



Didcot Town Council's guidance on discouraging rats on the allotments

It is everyone's responsibility to help deter rats on the allotments. Please follow the guidelines below to prevent them from settling on your plot.

What can allotment tenants do?

1. Regularly turn the contents of your compost bin, at least twice a year. This practice disrupts any rats that may have taken shelter and helps aerate the compost, speeding up the decomposition process while reducing methane emissions, a harmful greenhouse gas.
2. To prevent rats from burrowing underneath, line the base of plastic compost bins with small-gauge wire mesh or place the bins on paving slabs.
3. Periodically kick your compost bin to ensure it remains an unwelcoming environment for rats, and regularly check that they are not nesting in your greenhouse or shed.
4. Avoid placing household waste in your compost bin. Never add meat, dairy, bones, cooked food, or other unsuitable items, as these will attract rats and produce unpleasant odours.
5. Harvest ripe fruit and vegetables promptly and take them home for consumption.
6. Do not leave discarded fruit and vegetables on the ground. Clear them away into your compost bin, as they serve as a food source for rats and other pests.
7. Do not feed birds or other animals on your plot. If you have chickens clear up any left-over food as soon as possible.
8. Keep your plot well-maintained, ensuring that allotment gardens do not become overgrown or cluttered with rubbish, such as timber or stockpiled materials, as these can provide shelter for rats.
9. Always thoroughly wash (and peel, if necessary) any food you harvest. Vegetables showing signs of rat damage should be discarded. Rats can carry diseases such as Weil's disease, Salmonella, and Leptospirosis.
10. Ensure sheds are kept secure and inaccessible to rats and mice. Tenants should regularly inspect to confirm that rats are not nesting underneath.
11. Consider storing seeds, bulbs, and similar items in rodent-proof containers.

What can Didcot Town Council do?

Didcot Town Council has never used chemicals or poisons to control rats on the allotment sites and has no plans to implement such measures in the future. However, to discourage rats from the allotment sites, Didcot Town Council will:

1. Consider installing 'herb gardens' on the allotment sites

Rats have an exceptionally sensitive sense of smell, which they use to locate food sources. Strongly scented herbs like mint (particularly peppermint), lemongrass, rosemary, and sage can act as natural deterrents due to their potent aromas.

The Outdoor Team will explore potential locations across all allotment sites for planting 'Herb Gardens.' These gardens will serve as a natural deterrent to rats and provide additional benefits to all tenants. The herbs will be available for everyone on site to pick and use.

2. Plant Lavender sporadically along boundaries

Due to their sensitive sense of smell, rats are also averse to the scent of lavender. Lavender will be planted at various points along the boundaries of the allotments to serve as a natural deterrent. Additionally, lavender is beneficial to wildlife, providing a valuable source of nectar for butterflies and bees, particularly bumblebees, thereby enhancing biodiversity within the allotment sites.

3. Plant Daffodils and Chrysanthemums at the allotment sites

Both daffodils and chrysanthemums emit a strong scent that deters rats, making them effective natural repellents. Like the lavender, the Outdoor Team will intermittently plant these flowers along the allotment boundaries to enhance biodiversity while further discouraging rodents. The allotment sites could also serve as an additional location for the annual 'Community Planting' sessions organised and arranged by the Events and Communications Officer.

Moreover, the strong odours of garlic and onions are effective repellents against these pests and should be encouraged for planting. Allotment tenants are encouraged to plant any of the previously mentioned herbs and flowers on their plots to help deter rats.

4. Regularly inspect the allotment sites

In accordance with the tenancy agreements, every allotment plot is inspected throughout the year to ensure proper maintenance. Staff will also continue to monitor any debris left on site, especially along the borders, and will promptly clear it away.

These measures are inexpensive and easily implemented.

While rats may visit allotment sites and other open spaces, it is hoped that by working together, we can discourage them from settling and causing damage and nuisance across our five allotment sites.

November 2024.

Didcot Town Council

Personnel and Administration Committee Monday 9th December 2024 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

J Loder (Deputy Chair)
D Macdonald
T Worgan (sub for Cllr Jennings)

Officers:

Mrs J Wheeler (Town Clerk)

Cllr Jim Loder took the Chair.

42. Apologies

Apologies were received from Cllr G Ryall and Cllr K Morrison. Cllr H Macdonald apologised after the meeting. Cllr T Worgan was a substitute for Cllr C Jennings.

43. Declarations of interest

None declared.

44. To elect a new member of the Planning & Administration Committee

A new member of this Committee is necessary due to the resignation of Cllr C Jennings. It was proposed by Cllr J Loder and seconded by Cllr T Worgan and **RESOLVED TO RECOMMEND** that the new Leader – Cllr K Morrison (in absentia) – should be a member of this Committee.

45. To elect a new Chair to the Personnel & Administration Committee

It was proposed by Cllr J Loder and seconded by Cllr D Macdonald and **RESOLVED TO RECOMMEND** that Cllr K Morrison should be Chair of this Committee. The vote was unanimous.

46. To approve the minutes of the meeting held on 7th October 2024

It was proposed by Cllr J Loder and seconded by Cllr D Macdonald and **RESOLVED** to approve the minutes as a true record. The vote was unanimous.

47. Questions on the Minutes

There were no questions. Cllr T Worgan enquired as to the progress of the VE Day events.

48. Progress report

The Committee reviewed the progress report. The Deputy Town Clerk has been making great progress with the review of the employment policies with the up-dated Employee Handbook. The Youth Council project is due to convene in the new year. Contact with Breakthrough Communications is outstanding work.

A Councillor training session was discussed and it was felt that the topics most needed for additional training was the role of the Town Clerk and a session on finance. The Town Clerk would look to set up the training at the most convenient time for all. There would also be an email sent out with some suggestions and an invitation for members to suggest other topics. Cllr Worgan also suggested that a date in September 2027 – after the next local elections – should be in place for newly elected Councillors.

Security quotes had been paused until the budget is finalised. Staff are continuing to put in place in-house measures to protect staff.

The Civility and Respect Pledge will be progressed in 2025 for staff and elected members.

The VE Day event arrangements are continuing to progress. It was also requested that thanks be recorded to everyone who had been involved with the various Christmas activities: Chelsey Lordan as the overall Events Officer; Pierce Bint; Teresa Tye; Jackie Scott; Arek Guzinski; Stuart Mundy and to the outside team for supplied ample foliage for the wreath-making event.

The wreath-making event was a success and there are calls for an easter event. The Christmas Grotto was sold out as was the Children's Disco. These events are getting established in the DTC events calendar and getting more popular as a result. The aim is to provide good value to enable families on a limited budget to attend and enjoy the festivities.

The Town Clerk was asked to send a card to former employee – Louise Dearlove – for the donation of books for the Santa's Grotto from Hachette UK.

49. 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.

50. To receive a Staffing Report on salaries and increments for the 25-26 financial year

The Town Clerk presented the staff report detailing the employment costs for the 2025 – 2026 financial year. There was a break down of salary costs; employers NI and pension costs for the year with a comparison on the current year. It was noted that the sharp rise in employee NI was due to the Government's increase from April

2025 and the lowering of the threshold which means that some of our casual workers will cost the Town Council employer contributions for the first time.

A list of contractual increment increases were presented for approval and a further list of additional incremental increases. These were discussed and approved for recommendation to full Council.

The request for an additional SCP for the Town Clerk was deferred to the next meeting of the P&A Committee.

The meeting closed at 8.40pm.

Signed _____ Chair Date _____

Didcot Town Council



Property and Facilities Committee Wednesday 27th November 2024 at 7.30pm All Saints Room, Didcot 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:

Cllr K Morrison
Cllr D Aragão
Cllr T Worgan

Officers:

Mr S Mundy – Estate Manager

36. Apologies

Apologies were tendered from Cllr A Hudson, Cllr H Macdonald, Cllr L Hislop, Mrs J Wheeler Town Clerk and Mr S Hunt the Estate Officer. Cllr T Worgan attended as a substitute for Cllr H Macdonald.
Cllrs M Khan and Z Mohammed were absent.

37. The Property and Facilities Committee meeting scheduled for Wednesday 27th November 2024 was declared not quorate by the Chair at 8.00pm.

Meeting closed at 8.00pm.

Signed _____ Chair Date _____

ITEM 6 - 25/26
MEETING DATES

Proposed Schedule of Council and Committee Meetings 2025-2026

Date	Meeting	Day	Time	Civic Year	Room
06/05/2025	Mayor Making - Ceremonial	Tuesday	7.30pm	2025/26	Main Hall
07/05/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
12/05/2025	Annual Meeting	Monday	7.30pm	2025/26	Main Hall
14/05/2025	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
19/05/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints
27/05/2025	Finance & General Purposes - Grants (26 th is BH)	Tuesday	7.30pm	2025/26	All Saints
28/05/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
02/06/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
16/06/2025	Finance & General Purposes	Monday	7.30pm	2025/26	Main Hall
18/06/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
23/06/2025	Full Council (Audit) or 24 th at 7.30pm	Monday or Tuesday	8.00pm	2025/26	Main Hall
09/07/2025	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
21/07/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
23/07/2025	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
28/07/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints
30/07/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
04/08/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
18/08/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
20/08/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
08/09/2025	Full Council	Monday	7.30pm	2025/26	Main Hall
17/09/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
22/09/2025	Finance & General Purposes - Grants	Monday	7.30pm	2025/26	All Saints
24/09/2025	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
29/09/2025	Environment and Climate	Monday	7.30pm	2025/26	All Saints
06/10/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
15/10/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
20/10/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
03/11/2025	Full Council	Monday	7.30pm	2025/26	Main Hall

Proposed Schedule of Council and Committee Meetings 2025-2026

05/11/2025	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
17/11/2025	Environment & Climate	Monday	7.30pm	2025/26	All Saints
24/11/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
26/11/2025	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
01/12/2025	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
03/12/2025	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
15/12/2025	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
17/12/2023	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
07/01/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
12/01/2026	Full Council	Monday	7.30pm	2025/26	Main Hall
19/01/2026	Environment & Climate	Monday	7.30pm	2025/26	All Saints
21/01/2026	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
26/01/2026	Finance & General Purposes - Grants	Monday	7.30pm	2025/26	All Saints
02/02/2026	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
04/02/2026	Planning and Development	Wednesday	7.30pm	2025/26	All Saints
16/02/2026	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
25/02/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
02/03/2026	Personnel & Administration	Monday	7.30pm	2025/26	All Saints
04/03/2026	Property & Facilities	Wednesday	7.30pm	2025/26	All Saints
02/03/2026	Full Council	Monday	7.30pm	2025/26	Main Hall
16/03/2026	Environment & Climate	Monday	7.30pm	2025/26	All Saints
18/03/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
23/03/2026	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
30/03/2026	Annual Town Meeting or 26th	Monday	7.30pm	2025/26	Main Hall
08/04/2026	Planning & Development	Wednesday	7.30pm	2025/26	All Saints
14/04/2026	Personnel & Administration	Monday	7.30pm	2025/26	All Saints/Park
27/04/2026	Finance & General Purposes	Monday	7.30pm	2025/26	All Saints
29/04/2026	Planning and Development	Wednesday	7.30pm	2025/26	All Saints

Didcot Town Council

Property and Facilities Committee 27th November 2024

Report author: Stuart Mundy



Short report concerning storage in the motorcycle shed for HUGS help to Ukraine Group Support

Introduction

Stanislav Induchny is a British citizen of Ukrainian descent who in response to the invasion of Ukraine is collecting and delivering humanitarian aid to Ukraine.

Stanislav is working with HUGS Help to Ukraine Group Support.

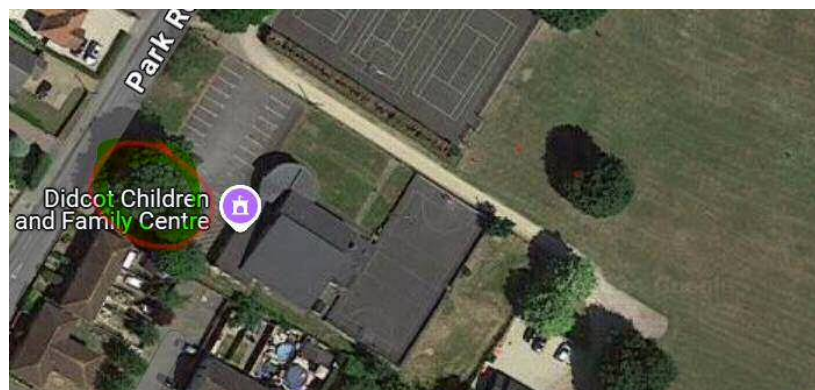
www.helptoukraine.co.uk Many people in Didcot help him with his collections. At present, he stores a lot of stuff at my home in the garage but needs a bigger area to store the following:

- Clothes
- Sleeping bags
- Tents
- Folding chairs
- Camp beds
- Boots
- Nonelectrical tools.

I have known Stanislav for a few months now and find him a very respectful and pleasant person doing his best to help people in Ukraine who are enduring terrible conditions.

I hope we can do our bit by helping him.

The building is located in the following area as per the map below



Recommendations

Cllr S Cole is seeking approval from the Committee to allow the group to store items within the Motorcycle shed located by the Oxfordshire County Council children and family centre as above. The Town Clerk has explained no electrical or food items can be stored within the Motorcycle shed.

The Estate Manager has explained that DTC must seek permission from OCC first so they are aware as the group will be seeking to gain access to OCC land. The Estate Manager and Outdoor Services Manager have also explained that the building is only open at certain times so can only access when OCC are there.

The Estate Manager would also need the Committee to think about if there should be a storage fee per month and what this should be.

Legal Implications

There would be no Legal implications

Risk Implications

The only risk implications would be the storage of electrical items or food items. There is no fire alarm fitted in the Motorcycle shed and we do not want to attract rodents to the area with food being stored.

Only one key would be allowed to be given so we can control who is entering the Shed.