

Notice of a meeting of the

Property & Facilities Committee

27th September 2023 at 7:30 pm

All Saints Room, Didcot Civic Hall



All members of the Properties & Facilities Committee are summoned to attend this meeting for the transaction of the business on the agenda.

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 Property & Facilities Manager 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 Committee).

Please do not attend the meeting if you feel unwell.

At the relevant time during the meeting, the Chair will invite members of the public to present their questions and statements. To contact the Projects and Services Officer, please email – smundy@didcot.gov.uk

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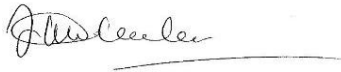
Agenda

1. To receive apologies
 2. 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.
 3. To agree the Minutes of the Property and Facilities Committee held on 26th July 2023 as a true record – **see attached minutes.**
 4. Questions on the minutes.
 5. To note the properties report including the financial summary and consider the recommendations relating to:

5.4 - Replacing a further two actuators within the Civic Hall Main Hall
- see attached paper
 6. To note the Willowbrook report including the financial summary and consider the recommendations to:

6.5- Installing insulation to areas at Willowbrook
6.6- Replacing a bollard outside the centre which has been damaged and removed
6.7 – Changing Willowbrook Leisure Centre's name
6.9 - Any projects to add to the 2024 – 2025 budget
- See attached paper
 7. To consider updating the planned flower beds at the New Edmonds Park pavilion – **see attached paper**
 8. To consider the future of the tennis courts in Ladygrove – **see attached paper**
 9. To note the progress report on items not on this agenda – **see attached paper**
- 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.
10. To consider the direction of Willowbrook Leisure Centre – **see attached report and appendix 10.1**
 11. To consider taking on Specialist support for the building of the North Brook Community Centre – **See attached report and appendix 11.1**

Agenda | 2



Janet Wheeler
Town Clerk
Date: - 21/09/2023

Voting Committee members:

Cllr K Morrison (Chair)
Cllr H Macdonald (Vice Chair)
Cllr A Jones
Cllr Z Mohammed
Cllr M Khan
Cllr A Hudson
Cllr L Hislop

Nominated Substitute Members

Cllr D Guerre Aragão
Cllr G Roberts
Cllr O Glover
Cllr C Jennings
Cllr J Broadbent
Cllr D Macdonald
Cllr N Hards

Didcot Town Council



Property and Facilities Committee Wednesday 26th July 2023 at 7.30pm All Saints Room, Didcot Civic Hall.

Minutes

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

Present:

Cllr K Morrison (Chair)
Cllr H Macdonald (Vice Chair)
Cllr C Jennings
Cllr J Broadbent
Cllr A Hudson
Cllr L Hislop
Cllr Z Mohammed

Officers:

Mr N White – Property and Facilities Manager
Mr S Mundy – Projects and Services Officer

16. Apologies

Apologies were tendered from Cllr A Jones, Cllr M Khan and Mrs J Wheeler (Town Clerk)

Cllr C Jennings substituted for Cllr A Jones
Cllr J Broadbent substituted for Cllr M Khan

17. Declarations of interests

There were no declarations received.

18. To approve the Minutes of the meeting held on 24th May 2023

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

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

19. Questions on the minutes

No questions received.

20. To note the Civic Hall roof repair report sent to the Finance and General Purposes Committee

The Committee noted the report.

The Projects and Services Officer explained to the Committee that the report was presented to the Finance and General Purposes meeting on Monday 24th July and it was proposed to proceed with the quote from **Hawkins Roofing Limited** for **£22,651.30+VAT**.

21. To consider the Properties Report including the financial summary and consider recommendations from the report.

The Committee considered the report.

21.1 to note the Civic Hall bar takings and usage figures

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

21.2 To note the Civic Hall works update

The Committee noted the works completed since the last Committee meeting and these included:

- Hawkins Roofing attended site to clear all guttering and investigate for roof leaks
- Replacement toilet seat in the gents
- Gents toilet flusher repaired
- Kitchen sink repaired
- Replacement plug for the glasswasher as stopped working.

21.3 To note the Civic Hall financial summary

The Projects and Services Officer summarised the finances for the Civic Hall and stated all rooms. The exception is the small room next to the reception - Orchard Room are currently on track to achieve the income budgeted figures.

A discussion took place on how the Civic Hall is currently advertised. The Property and Facilities Manager explained that is it through word of mouth and the Didcot Town Council website.

The Property and Facilities Manager explained the process of booking for a function and offered the Councillors an opportunity to visit the Didcot Town Council Bookings Officer to show the number of enquiries received on a daily basis.

The Committee noted the Civic Hall financial summary.

21.4 To note the current progress on the new Pavilion build

The Projects and Services Officer updated the Committee on the current works that have been completed on the new Pavilion build. This included showing the Committee updated pictures of the progress made.

The Committee noted the ongoing progress of the build to date.

21.5– To note the update on Loyd Pavilion works

The Projects and Services Officer gave a brief update on the current works that has been completed on the Loyd Pavilion. These included: -

- New security door fitted on entrance
- New ceiling have been inputted
- New LED lights fitted throughout the pavilion with PIR fitted on entrance
- New internal doors fitted
- Showers installed
- Painting inside and outside of the building
- LED lighting with cages fitted to the outside of the building
- Reinstalled the hatch
- New kitchen units installed

An additional cost has been added for a new toilet which wasn't originally budgeted for within the scope of works. All works should be finished on Monday 31st July 23.

The Projects and Services Officer explained the officers have designed and ordered a new sign for the entrance to explain who runs the pavilion and who to contact if looking to hire.

The Committee noted the works that had been completed.

21.6 – To consider repairing the canopy to the right of the main car park entrance

The Projects and Services Officer explained the need to replace the canopy to the right of the main car park entrance at the Civic Hall due to water damage. The Committee AGREED these works were needed as could become a Health and Safety issue.

It was proposed by Cllr C Jennings, seconded by Cllr K Morrison, and **RESOLVED** to proceed with the quote from **Polar FM** for **£690.00+VAT** using budget code 4043 repairs and maintenance.

21.7 – To consider repairing the main hall window actuators

The Projects and Services Officer explained the reasons why we need to replace three window actuators. The contractor attended the Civic Hall to fix one actuator and proceeded to check the others where the contractor found a further three were needed. One window remained opened which caused issues for an event that took place within the Civic Hall.

The Committee AGREED these works were required to bring the building up to standard and reduce complaints.

It was proposed by Cllr C Jennings, seconded by Cllr K Morrison, and **RESOLVED** to proceed with the quote from **Scoop Electrical Services** for **£659.51+VAT** using budget code 4043 repairs and maintenance.

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

The Committee considered the report.

22.1 – To note Willowbrook usage figures

The Projects and Services Officer explained the usage figures to the Committee and the reasons for the lower occupancy figures in June.

Cllr C Jennings explained to the Committee an idea of making Willowbrook into a wellness hub during the day. A programme of events would take place throughout the day. Sessions such as mental health sessions, NHS clinics and walking football were some of the items mentioned by the Committee.

Cllr C Jennings has tasked the Officers to create a survey for understanding people's needs for Willowbrook and what activities residents would like to see on the website and Didcot Town Council's social media channels.

22.2 – To note the Willowbrook financial summary

The Committee noted the financial summary.

Questions were raised on the utility's costs at Willowbrook and the Property and Facilities Manager explained this was due to our utility provider sending through a bill from the previous financial year which has increased the figures for this financial year.

22.3 - To consider replacing the air handling unit fan

The Projects and Services Officer explained that a fan which provided air to the studio spaces has stopped working and requires replacing.

The Committee AGREED this fan must be fixed to provide air handling to the Studio spaces.

It was proposed by Cllr K Morrison, seconded by Cllr C Jennings, and **RESOLVED** to proceed with quote from **Carlton Services** for **£1800+VAT** using budget code 1767.

22.4 – To note the current recruitment needs at Willowbrook

The Committee noted the recruitment needs at the Willowbrook.

A discussion took place regarding the roles currently being advertised and the Property and Facilities Manager explained to the Committee how the roles differ and what training is available to help support employees progressing for now and in the future.

23. To consider the Property and Facilities 10-year upgrade plan for maintenance

The Committee considered the report.

Cllr C Jennings has tasked the Officers to investigate costs for a surveyor to complete a condition survey of all facilities run by Didcot Town Council. This will include looking at the fabric of the building and the plant to assist with the 10-year plan created by the Property and Facilities Manager. This will then assist the Officers with the 10-year plan to prioritise the most urgent works needed.

A discussion took place regarding the overall viability of the facilities with the business rates which Didcot Town Council must pay on the buildings. Within the discussion the Property and Facilities Manager explained the history of the previous Civic Hall Management Committee and the Committee will need to look at all options in the future.

The Property and Facilities Manager has offered to show Councillors around the current plant within the buildings, so they are aware of the current systems in place.

It was proposed by Cllr K Morrison, seconded by Cllr C Jennings, and **RESOLVED** to **RECOMMEND** the 10-year upgrade plan to Finance and General Purposes Committee.

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

The Committee noted the progress report.

A discussion took place regarding religious buildings in Didcot and the Committee would like the Council to consider any buildings that are offered for religious needs.

Meeting closed at 21:06

Signed _____ Chairman Date _____

Didcot Town Council

Property and Facilities Committee

Properties Report

27th September 2023



Report author: Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.

1. To note the Civic Hall bar takings and usage figures

Bar

July Takings: £2586.65

August Takings: £1189.22

The evening staff have been tasked with looking at local beers, wines and gins that we can stock behind the bar. It would be good to promote more local beverages.

Another item we are looking at is what non-alcoholic beverages we can provide for our customers. At present we have three non-alcoholic beers.

Promotions are another way of promoting the bar and will look to provide sensible promotions to clear some of the chocolate bar/crisps have the bar as we have a large quantity of stock that needs to be cleared before it goes out of date.

Increasing visual staff behind the bar. The Estates Manager has spoken to the evening staff and have asked for one of the team to be behind the bar during times the bar area is busy.

2023 Civic Hall usage

July Utilisation: 21.27% for all spaces, 30.76% for the Main Hall

August Utilisation: 22.18% for all spaces, 33.24% for the Main Hall

September Utilisation: 24.70% for all spaces 36.90% for the Main Hall

2022 Civic Hall usage

July Utilisation: 19.78% for all spaces, 32.43% for the Main Hall

August Utilisation: 21.43% for all spaces, 45.93% for the Main Hall

September Utilisation: 28.33% for all spaces, 40.41% for the Main Hall

The usage of the summer months has compared year on year but it was noticeable during August how quiet the Civic Hall was. We moved staff shifts around to ensure that where possible the building was closed to save on electricity. Moving into next summer we will need to put a plan of action in place to increase usage while regular hirers stop for school holidays.

As a team the officers have been looking at ways to increase usage overall. At present we have completed the following: -

- Updated the pictures on the website to include visuals of the room setups and what is included in the rooms
- Completed a competitor analysis to see how we compare to other local halls/venues
- Looking at simplifying the booking form
- Looking to develop an enquiry form on the website for quick enquiries
- Started sending out customer feedback forms to gain valuable feedback. Currently received 7 responses.

2. To note the Civic Hall financial summary

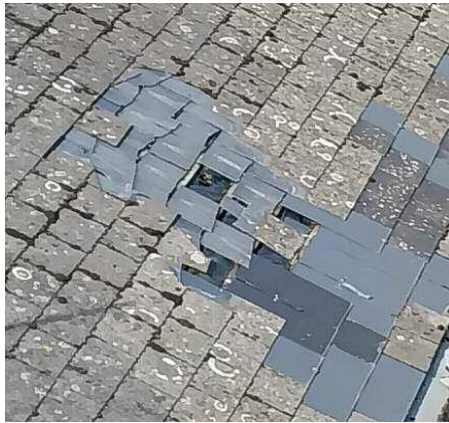
Aug-23		Income			Expenditure		
Budget Code	Description	Annual Budget	YTD Income	% of Budget	Annual Budget	YTD Expenditure	% of Budget
Civic Hall							
1000	Main Hall	£ 55,000.00	£ 19,589.00	35.62%			
1001	Northbourne Room	£ 12,000.00	£ 5,399.00	44.99%			
1002	Ladygrove Room	£ 25,000.00	£ 13,934.00	55.74%			
1003	All Saints Room	£ 10,000.00	£ 3,256.00	32.56%			
1004	Park Room	£ 8,000.00	£ 2,893.00	36.16%			
1005	Weddings	£ -	£ 592.00				
1009	Events Package Income		£ 7,351.00				
1011	Millbrook/Orchard Room	£ 2,000.00	£ 25.00	1.25%			
1020	Other Income	£ 1,000.00	£ 1,104.00	110.40%			
4012	Water				£ 12,000.00	£ 1,987.00	16.56%
4014	Light and Heat				£ 40,000.00	£ 13,187.00	32.97%
4015	Cleaning				£ 30,000.00	£ 10,890.00	36.30%
4016	Uniform				£ 1,000.00		0.00%
4018	Waste Disposal				£ 3,500.00	£ 1,765.00	50.43%
4023	Licenses				£ 4,000.00	£ 1,845.00	46.13%
4042	Equipment				£ 10,000.00	£ 971.00	9.71%
4043	Repairs and Maintenance				£ 10,000.00	£ 8,671.00	86.71%
4044	Maintenance Contracts				£ 15,000.00	£ 12,388.00	82.59%
4054	Business Rates				£ 50,000.00	£ 20,606.00	41.21%
Central Administration							
1121	Telephone and Internet				£ 4,000.00	£ 1,358.00	33.95%
1127	Alarm Maintenance				£ 160.00		0.00%
1173	Green Projects				£ 10,000.00	£ 1,095.00	10.95%
Catering							
1075	Food And Beverage income	£ 3,000.00	£ 2,513.00	83.77%			
1100	Catering Income	£ 6,000.00	£ 3,010.00	50.17%			
3100	F&B Costs				£ 4,500.00	£ 497.00	11.04%
4350	Kitchen Maintenance				£ 2,500.00	£ 60.00	2.40%
Bar							
1050	Bar Sales	£ 15,000.00	£ 7,409.00	49.39%			
3000	Bar Purchase				£ 7,500.00	£ 4,492.00	59.89%
3020	Bar Sundries				£ 500.00	£ 106.00	21.20%
3154	Bar Maintenance				£ 3,000.00	£ 629.00	20.97%
Capital and Projects							
1940	Building Maintenance						
1947	Office Equipment and Furniture				£ 1,000.00	£ 395.00	39.50%
Totals		£ 137,000.00	£ 67,075.00	48.96%	£ 208,660.00	£ 80,942.00	38.79%

Accounts accurate to 31/08/23

3. To note the Civic Hall works update

The following items have been completed since the last Committee meeting at the Civic Hall on 26th July 23

The main roof repairs have been completed and currently has stopped the leak on the stage. We have also noticed that the water egress in the downstairs air handling space has reduced.



Before



After

The second stage of work is due for commencement week commencing 18th September.

The window actuators have been fixed but require a further two as per the quote below.

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

While the electrician was fixing the three actuators, they noticed that a further two actuators have failed.

The quote below is the cost to fix the two failed actuators

Description	Quantity	Unit Price	VAT	Amount GBP
Electric Window Opener/Actuator	2.00	143.17	20%	286.34
Labour per hour (estimate)	3.00	46.00	20%	138.00
			Subtotal	424.34
			TOTAL VAT 20%	84.87
			TOTAL GBP	509.21

This would then mean for the next year all actuators are fixed before the next spring when we would likely need to use again.

The Estates Manager is seeking approval from the Committee to proceed with the works as above. This would come from budget code 4043 repairs and maintenance

5. To note the current progress on the new Pavilion build

The works have been progressing and the builders currently predict the build to be around 4 weeks behind schedule. This is due to adverse weather conditions

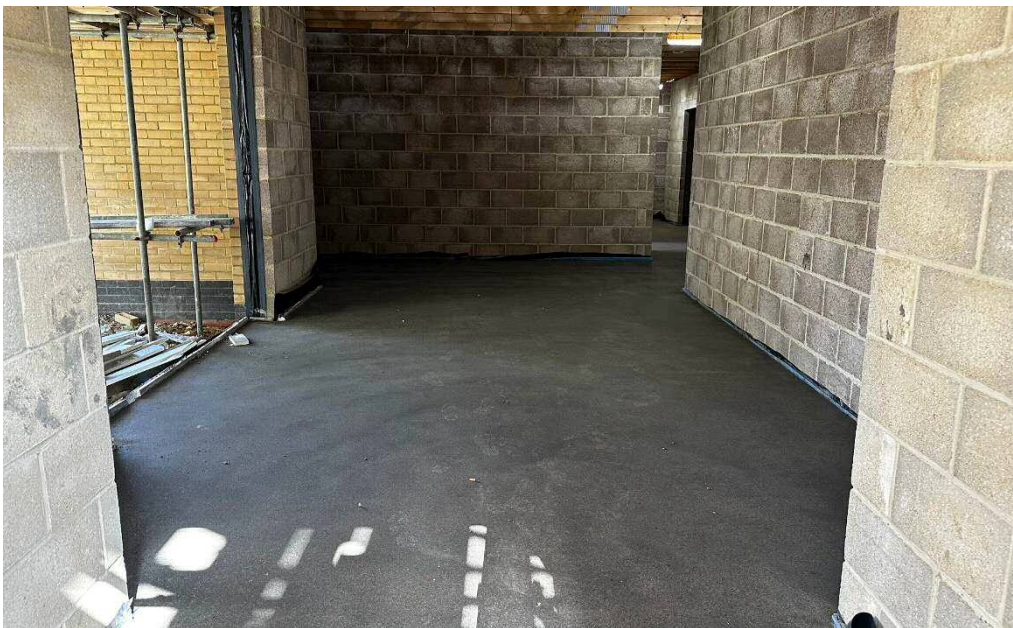
stopping the roofing works. Resources have been rescheduled to prioritise changing and break out rooms as currently semi watertight.

Screed works to the changing area will start on the programme to enable the 1st fix mechanical and electrical to commence.

The builders also have a concern regarding the water supply due to issues with site temporary setup. This could lead to issues with the future permanent connection.



Roof starting to take shape



Entrance area with floor screed in place



Toilet area going in



Rooms taking shape

6. To note the Loyd Pavilion works have been completed

Works on Loyd Pavilion has now been completed. This was officially opened on 1st September by the Mayor Axel Macdonald.

All parties that use the facilities were impressed with the works completed.

7. To note the Civic Hall catering service order

The annual service of the kitchen equipment is now up for renewal. We have placed the order to arrange a date for this to take place.

The below states the cost of this service.

Item #	Description	Total Price
1	1 Visit per Annum over 1 year – PPM Service Against Site Didcot Town Council (Main Service GBP 880.00;)	GBP 880.00

The service includes the hot water boilers, ovens/hubs, the ice machine and glasswasher. Once the service is completed, we will then receive a report stating the items that may need attention for which the Estate Manager will then bring to the next Property and Facilities Committee. If any urgent items are raised the Estate Manager will email the heads of the Property and Facilities Committee chair and vice chair for authorisation.

8. To note the Lightning Protection servicing at Didcot Civic Hall and Willowbrook Leisure Centre

Every year we must ensure the buildings that have lightning protection has a service to ensure compliance with Electricity at Work Act 1989, British standards BS6651 and BS E 62305. I have been in contact with the contractors we have used previously and booked in the service for both the Civic Hall and Willowbrook.

The cost of the servicing for each site is provided below:

Our price to carry out the aforementioned works is as follows:-	£270.00
Civic Hall	£110.00
Willowbrook Leisure Centre	£160.00

Our prices are exclusive of VAT unless otherwise agreed.

9. To note the roller door shutter service for Didcot Civic Hall, The Outdoor Service Depot and Willowbrook Leisure Centre

Every year we must ensure that the roller doors within the site are serviced to ensure working correctly and are compliant. We have the following roller doors within the Didcot Town Council estate: -

- 2 roller doors at the Outdoor Services Building
- 2 roller shutters at the Civic Hall
- 1 roller door at Willowbrook

An order has been placed for £85+VAT per door totalling £425+VAT.

Didcot Town Council

Property and Facilities Committee
Willowbrook Report
27th September 2023

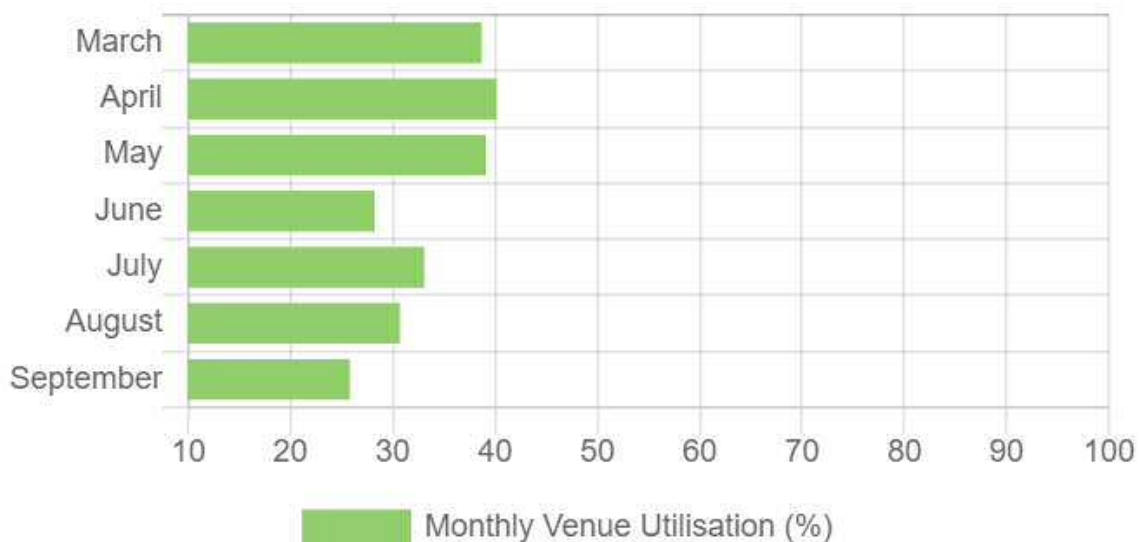


Report author: Stuart Mundy

The below have been ordered in priority, based on legal requirements and H&S concerns.

1. To note the Willowbrook usage figures

Monthly Venue Utilisation



A number of groups are now hiring at Willowbrook. The interest has grown due to groups looking to come inside for the winter months. The Girl Guides and Brownies have now booked up at Willowbrook they will be holding sessions Monday through to Thursday.

We are also welcoming a new parent/baby fitness class on several days during the week.

St Johns Ambulance have renewed their booking until February and are still extremely happy with the use of the Function room. They are also interested in the new building coming on board.

Willowbrook will also be hosting drop in badminton sessions on Tuesday and Thursdays in house. These sessions start from 21st September. The sessions will

be priced at £4.50 for the sessions and we have the ability to add further sessions in the future if we wish too.

2. To note the Willowbrook financial summary

Willowbrook							
1769	Willowbrook Income	£ 60,000.00	£ 39,389.00	65.65%			
32580	S 106 Devel's cont's Received		£ 1,833.00				
32581	Grant Received						
32587	CIL S106 income	£ 6,000.00					
1701	Salaries Willowbrook				£ 40,000.00	£ 15,794.00	39.49%
1710	Willowbrook Business Rates				£ 38,000.00	£ 23,808.00	62.65%
1720	Willowbrook Contracts				£ 10,000.00	£ 2,784.00	27.84%
1725	Willowbrook ICT				£ 3,000.00	£ 799.00	26.63%
1730	Willowbrook Equipment				£ 5,000.00	£ 50.00	1.00%
1764	Consultancy				£ -		
1766	Utilities				£ 40,000.00	£ 31,937.00	79.84%
1767	Willowbrook Site Maintenance				£ -	£ 5,162.00	
	Totals	£ 66,000.00	£ 41,222.00	62.46%	£ 136,000.00	£ 80,334.00	59.07%

Accounts accurate up to 31/08/23

We have received a rebate from South Oxfordshire District Council for the business rates we pay on Willowbrook for this year and last. We are currently unsure how we will receive this money back into our account.

3. To note the current recruitment needs at Willowbrook

Three new Leisure Assistants have been employed to assist the running of the centre. These staff members have been inducted and trained on their roles at Willowbrook. All are enthusiastic and looking forward to their new roles.

One new Team Leader has been employed who has a managerial background and will provide experience to the young team we have in place and help with the direction of the centre.

4. To note works completed at Willowbrook

Since the last meeting the following works have been completed

- Replacement fan has been installed and working ok
- Various small works completed to ensure the site is up to standard

5. To consider installing insulation to areas in Willowbrook

Background

Willowbrook has little to no insulation within the building. We have asked the company that installed insulation at the Civic Hall to provide a quote for main areas within Willowbrook. This would need help keep the heat within the building and reduce the gas bill which is extremely large during the winter months.

Item	Unit	Quantity	Unit Cost	Material Cost	Labour	Total Cost
Area 1 - Main Gym (200mm)	m2	195	£ 9.59	£ 1,870.05	£ 450.00	£ 2,320.05
Area 2 - Ladies Changing Room (200mm)	m2	73	£ 9.59	£ 700.07	£ 225.00	£ 925.07
Area 3 - Mens Changing Room (200mm)	m2	66	£ 9.59	£ 632.94	£ 225.00	£ 857.94
Area 4 - Reception / Café (200mm)	m2	142	£ 9.59	£ 1,361.78	£ 450.00	£ 1,811.78
Area 5 - Old Pre School (200mm)	m2	148	£ 9.59	£ 1,419.32	£ 450.00	£ 1,869.32
TOTAL (excl. VAT)						£ 7,784.16

Recommendation

The Estate Manager would like the Committee to consider adding insulation to the reception/ café area and the old preschool area (function room) to beginning the project. This is where most sessions are held, or people wait before there sessions. We can then look at adding further areas over the coming years.

Total cost of the two areas would be £3681.10

6. To consider replacing a bollard outside the Centre which has been damaged and removed

Background

There are two bollards outside of Willowbrook and the bollard that is by the disabled bay has been knocked over and requires replacing. At present the inside of the light has been exposed and an electrician has made safe. We have tried making safe with a cone but children/adults like to remove.

Cost of replacement

Break out concrete from existing damaged bollard.

Install 300mm deep concrete base to new bollard.

Install replacement LED bollard (same as installed at main office).

Installation electrical

Sub-Total ex VAT	£645.30
VAT @ 20 %	£129.06
Total inc VAT	£774.36

Recommendation

The Estate Manager is seeking approval from the Committee to go ahead with the works a quote above to replace the bollard with a more robust bollard like we have at the Civic Hall. This would come out of budget code 1767 Willowbrook site maintenance.

7. To consider changing Willowbrook Leisure Centre name

Due to the new development on Ladygrove being called Willowbrook Park we have had discussions within the office on whether or not to change the name of the

Leisure Centre. If a new Leisure Centre is built on the new estate this could also have the name Willowbrook in it due to the location on Willowbrook Park.

The officers would like to Committee to consider changing the name of the Leisure Centre and gather thoughts on this.

8. To note servicing the moveable doors within the function room

Routine maintenance of doors and door sets within commercial buildings is essential and part of formal legislation for Health and Safety.

Every year we service the moveable door within the function room. The door is used more often now to ensure as St John Ambulance and Brownies use the room. DTC need to ensure this door to fully safe and can function correctly.

The cost to do this is £335+VAT

These works have been booked in for week commencing 16th October 2023.

Didcot Town Council

Property and Facilities Committee 27th September 2023

Report author: Stuart Mundy



To consider updating the planned flower beds at the new Edmonds Park Pavilion

Background

During the planning stages of the new Edmonds Park Pavilion plans were submitted to the planning authority which included the flower beds. On review of these flower beds by a member of the outside team they noted that certain plants within the flower beds would be hard to control and we feel there won't be enough all year round interest.

Due to the time of year that the potential planting will take place and within the current planning schedule the building cannot be signed off until the planting takes place. This could be November through to January which isn't the best time of year to begin planting.

Solution and recommendation

A member of the outside team has started to look at plans and has been tasked to create a new bedding scheme. The team would need to first speak to the biodiversity officer at South Oxfordshire District Council. Once the conservation happens and approval has been granted the officers will look to add a planning amendment.

We are seeking approval from the Committee to start the process as above as soon as possible and if approved by the SODC biodiversity officer is happy to make this amendment to the planning notice.

The Officers are also seeking support from the Committee on who should complete the planting of the flower beds.

Option 1 which in the current planning document states for the builders to complete this but to add a further amendment that the building can be signed off but the planting can then be completed later in the year.

Option 2 for the Outside Services Team to complete the planting. If the Outside team complete this planting, we could save money and ensure planting is completed later in the year. This would also require a further amendment to the planning authority.

Property and Facilities Committee

27th September 2023

Report Author: Lucy Blake



Tennis Courts in Ladygrove

Introduction

1. This report asks the Committee to consider the future of the tennis courts in Ladygrove as requested by the Ladygrove Management Working Group.

Background

1. At the end of December 2022, the Finance and General Purposes Committee were presented with a report, which was deferred from the Environment and Climate Committee, to consider the future use of the tennis courts in Ladygrove.
2. The Lawn Tennis Association (LTA) and the National Tennis Association (NTA) had presented the Environment and Climate Committee with proposals for the future use of the courts. These included re-painting the court surfaces and providing a 'smart gate' system with booking software. The NTA offered a coaching programme and would have managed the bookings of the courts. The management agreed would run for a minimum of 12 years – The proposal was initially for both sites (the courts at both Edmonds and Ladygrove Park but was amended for just Ladygrove).
3. The system would have meant that users would need to pre-book and pay to use a court, as opposed to just turning up and using them for no charge.
4. The Committee did not approve these proposals.
5. There are currently bookable tennis courts at Great Western Park. Prices for a one-hour afternoon session costs £6 until 6.30pm. After this time, a one-hour session would cost £10.50.

To consider the future of the tennis courts in Ladygrove

6. With the current cost of living crisis continuing, it is important that the Council ensure that all facilities remain free, or of small cost, so that all residents can enjoy them.
7. The Ladygrove Management Working Group decided at their meeting on 3rd August 2023, for the Property and Facilities Committee to pursue with investigating options for the tennis courts in Ladygrove - *historically, the tennis courts have always been considered as part of the Environment and Climate Committee and is not listed in the P&F Committee's terms of reference.*
8. Quotes previously obtained to re-fresh the courts had been received and were in the range of £1,300 – to re-paint the three court lines at Ladygrove.
9. The Deputy Town Clerk, the Outdoor Services Manager and the Estate Manager discussed this and after further investigation found that the line marking machines already owned by the Town Council, could be used to re-fresh the courts.
10. Specialist paint would be needed and a quote for the different colours are shown below:

Colour	Price per 10 litres
PMF White	£73.19
PMF Black	£48.51
PMF Blue	£60.55
PMF Green	£88.34
PMF Red	£72.45
PMF Yellow	£79.04

- PMF Permanent Marking Fluid, water-based paint for lines on hard surfaces such as asphalt and concrete.

11. In addition, the Town Council could purchase 'saddle bags' at a cost of £20 each, (to be inserted inside the machine) making changing between different colours easier.
12. Not only can this paint be used to mark sports courts, it can also be used to mark and re-fresh car parking bays and the lines for the MUGA's at Great Western Drive Park, Edmonds Park and Marsh Park.
13. If the Committee wanted to implement a booking system for the courts, quotes would need to be obtained for this.

To consider the future of the tennis courts in Ladygrove

- Bookteq was recently asked how much it would cost to add Council land bookings to the Council's system. Officers were informed that it would cost approximately £150 per month.
- A 'smart' style gate would also need to be quoted for.

Recommendations

14. The Committee is asked to consider the future of the courts at Ladygrove and whether they wish to investigate a 'booking system' for them, which could potentially be managed by staff at Willowbrook, or, continue to have it open to the public, free of charge.
- Consideration should be taken as to how any booking system would be 'policed'. There are several young casual staff who work at Willowbrook who may not feel comfortable asking people to leave the tennis courts after their allotted time, especially as the courts have been free to use since their opening in 2009.
15. The Committee should also consider approving the purchase of the paint and saddle bags, so that all courts (on both sites) could be repainted.

Legal Implications

16. Didcot Town Council has a duty to all residents to ensure all sites are safe to visit and remain in good condition.

Financial Implications

17. There would be an initial cost of £510.10 for the purchase of 6x10litres paint of various colours, and for the 3x saddle bags. This paint would cover the re-painting of all courts and sports areas throughout Didcot Town Council owned areas.
18. Depending on how the Committee decide to run the site, there could be additional financial implications with managing it, staff time etc.
19. A booking software system would be needed – recent enquiries would suggest this would cost between £100-150 per month.
20. A 'smart gate' would need to be installed at the site, should the Committee resolve to change the system from a free to attend site, to a chargeable and bookable site. This would allow those who have booked their slot access, by sending them a code via phone or email, which would unlock the gate at their allocated time. Quotes for this would need to be obtained.

Risk Implications

21. Removing free to attend sports courts could be negatively perceived, especially with the current cost-of-living crisis and a government push on getting more active¹.

¹<https://www.gov.uk/government/news/government-teams-up-with-sport-stars-to-launch-new-physical-activity-drive>

PROPERTY & FACILITIES COMMITTEE – PROGRESS REPORT

Agenda item 9

Meeting/minute	Item/topic	Up-date/status	Review date/meeting
30/5/22 Min 9	Car Park Planters	Car park planters have been moved. Car Park report created and looking into ANPR (Automatic Number Plate Recognition). Civic Hall staff have been surveying the car park daily and the P&F Manager is working on the data and how to present. Planters are with the outdoor team and wheels need to be added in due course.	
30/5/22 Min 10	Pavilion and Splash Park Projects	Organise a meeting of the Pavilion and Splash Park working group	On Hold until planning has been completed
27/7/22 Min 16	Presentation boards	Officers to investigate cost of a Didcot Success board and Didcot Mayor’s event board. Will send directly to the chair and deputy chair – Have investigated the boards and currently on hold	
26/7/23 Min 21.6	Canopy to the right of main entrance	Order placed awaiting date for works to be completed. Roof works also looked at by Hawkins to ensure no more leaks	
26/7/23 Min 22.1	Willowbrook	Purpose of Willowbrook. Ideas include Wellness Centre	28 th September 23
26/7/23 Min 22.1	Willowbrook	Create a survey on understanding the needs for Willowbrook and what activities residents would like to see on the DTC website. Have a survey completed in 2021 on the centre.	
26/7/23 Min 23	Condition survey	Organise costs to complete condition survey and present to Council. Have 2 quotes returned at present if third quote is sent before 21 st will add to a report	