

Didcot Town Council  
**Environment Committee**  
Monday 15<sup>th</sup> June 2020 at 7.30pm  
Online at Zoom.us

## Minutes

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

### PRESENT

Councillors:

P Davies.  
A Hudson.  
A Macdonald.  
D Macdonald.  
D Rouane.  
A Thompson.  
C Wilson.

Officers:

Mrs J Wheeler (Town Clerk).  
Mr G Langton (Planning and Environment Officer, PEO).

Others:

Two Councillors who were not members of the Committee.

### **Public participation**

Cllr D Macdonald proposed suspending standing orders to allow the attending non-committee members to address the Committee, seconded by Cllr A Macdonald.

Cllr E Hards raised concerns over the minutes at items 14, 15 and 17, all of which included the phrase "it was resolved" relating to items where she believed the committee did not have delegated powers and therefore should be "resolving to recommend" to Council. She gave detail as follows:

14) Supporting 20mph limits is a policy matter, even if it only goes as far as actively supporting what OCC councillors may be doing, and should be decided by the Council as a whole.

15) This is more arguable but I think it would be safer if Council as a whole endorsed the decision not to have dedicated lettable office space in the new pavilion.

17) The heading is to note verbal updates on Tyne Avenue. On this basis the committee has apparently decided to contact the Football Club. Because it has financial implications this decision needs to go to F&GP before it is taken further and then full Council.

Cllr D Macdonald thanked Cllr Hards, noting that the Planning and Environment Officer had drafted suggested revisions which could be considered when approving the minutes later in the meeting.

**22. To receive apologies.**

No member tendered their apologies.

**23. To receive declarations of interest.**

No member declared an interest in any item on the agenda.

**24. To approve the draft minutes of the meeting held online at Zoom.us on 18<sup>h</sup> May 2020.**

The Committee considered the minutes, with focus on the resolutions minute at items 14, 15 and 17 brought to the Committee's attention by Cllr Hards.

The PEO read out the proposed amendment to the minute for item 14. Cllrs Davies and Rouane noted that the essential time period had passed. It was proposed by Cllr D Macdonald, seconded by Cllr C Wilson and **resolved** to amend the recorded minute to:

*"... it was **resolved** to recommend active support of any action that Oxfordshire County Councillors could undertake on the Town's behalf in this regard".*

Five members voted for this amendment, two abstained.

The PEO read out the proposed amendment to the minute for item 15. Cllr Davies considered the matter to hinge on what the detail of the matter to be presented to Full Council was, and at what stage this would be. The Committee considered it had delegated authority to instruct the architect to amend the design of the pavilion building but not to approve the construction of the design, but to recommend an approved design to Full Council for approval. Cllr D Macdonald proposed, Cllr T Hudson seconded and it was **resolved** to amend the recorded minute to:

*“... it was **resolved** to confirm with the architect that the facility building should be redrafted to have smaller ‘break out’ rooms in addition to the main clubroom for future presentation to Full Council for approval”.*

Six members voted for the amendment, one abstained.

The PEO read out the proposed amendment to the minute for item 17. Cllr Rouane stated he did not agree with the proposed amendment, noting that the action resolved did not have a financial implication, simply to make contact with Didcot Town Football Club to establish a possible way forward, which could then be recommended to the Full Council.

The Committee exited standing orders to allow Cllr Hards to address it again on this matter. Cllr Hards stated she considered that should this minute be presented to Full Council for approval was unamended, it would create a position for the Committee that would be ultra vires and that this would be brought to Full Council’s attention.

Cllr Davies noted that term of reference 10, bullet 4 enabled the Committee to so do.

Cllr D Macdonald proposed and Cllr A Macdonald seconded that the Committee accept the proposed amendment. Two members voted for this proposal, three against and two abstained, thus the proposal was **not approved**. The minute would remain unchanged.

Cllr D Macdonald proposed, Cllr D Rouane seconded and it was **resolved** to approve the minutes with the agreed amendments. All members agreed. The PEO would send the amended minutes to the Chair for signature.

## **25. To consider the Scheme of Delegation to Committees.**

Cllr Wilson introduced the item, having shared a suggested an addition to the Scheme of Delegation. Cllr Davies requested that the statement be revised to remove the words ‘suitable and’ before ‘practical’. The wording would therefore be:

*“Support for Council in its responsibility to consider, agree and act on and practical activities addressing the Climate Emergency, by itself and in conjunction with other bodies and individuals”.*

Cllr Wilson proposed, Cllr D Macdonald seconded and it was **resolved** to proposed this addition to the scheme of delegation to Full Council. All members agreed.

## **26. To consider the Environment and Climate Terms of Reference.**

Cllr Wilson introduced the item, having shared suggestions additions to the Terms of Reference to ensure they covered the extended remit of the Committee commensurate with its name change to Environment and Climate Committee, noting

that the PEO had circulated an annotated paper earlier that day with the additions and amendments highlighted. She noted that at point 9, bullets 4 and 8, the inclusion of the words 'resource limitations' would ensure that the Committee did not exceed its financial limits.

The Committee discussed the details of the terms of reference, considering that certain statements in part nine could be removed or revised and others moved to part 10.

Point 9 (a) would be removed, though the detail excluding the Civic Hall would be moved to point 10, first bullet point.

Point 9, bullet 6 would be moved to point 10, fitting better there and have the detail excluding the Civic Hall added.

Point 9, bullet 4 would have 'wherever possible' removed.

It was proposed by Cllr Davies and seconded by Cllr Wilson and **resolved** to recommend the reviewed and revised Terms of Reference to Full Council. The Terms of Reference to be recommended are appended to these minutes for reference.

The meeting ended at 20:25 pm

Signed \_\_\_\_\_ Chairman                      Date: \_\_\_\_\_

**Didcot Town Council Environment and Climate Committee - Terms of Reference**

1. The Environment and Climate Committee is a Committee of the Town Council (under S.101 of the Local Government Act 1972).
2. The Committee shall operate within the Town Council's Standing Orders and Financial Regulations.
3. The Committee shall be a Standing Committee (to be re-appointed at the Annual Meeting or Mayor-making) comprising 7 Town Councillors.
4. The quorum shall be four Councillors.
5. The Committee shall elect its own Chair and Vice Chair at its first meeting following the Annual Meeting of the Town Council or Mayor-Making.
6. Number of meetings in an ordinary year: six times at intervals of approximately every two months, and others as appropriate and as determined by the Committee.
7. Notice of meetings shall be in accordance with public notice requirements as set out in the Public Bodies (Admission to Meetings) Act 1960.
8. Minutes of the Committee meetings shall be prepared by the Clerk at the meeting and submitted to the next Committee meeting for approval. The draft minutes shall be submitted to the Council for information.
9. The Committee shall be responsible for the following items in respect of the Town's environment and its response to Climate Change:
  - a. The Environment and Climate budget.
  - b. Consideration of ways in which existing provision can be improved having due regard to the needs of existing and future users of the green spaces and buildings and to climate friendly requirements.
  - c. Consideration of information in respect of capital projects in relation to the parks and buildings (major and minor) including inviting and considering quotations for such work and pursuing the most climate-friendly options wherever possible.
  - d. The Committee shall not have the power to make decisions on such matters outside of their budget but, in these cases will make recommendations to the Town Council.
  - e. The Committee shall wherever possible follow climate friendly practices in all areas the Environment committee has responsibility for.
  - f. The Committee shall support the Council, within resource limitations, in any way requested by the Council, to fulfil Council responsibilities to address Climate Emergency.
  - g. The Committee shall, within resource limitations, act as a forum, assemble and appraise information offered by relevant organisations and individuals and raise matters with the Council.
  - h. The Committee shall have the power to create working groups on a task and finish basis where necessary.
  - i. The Committee shall support the Council or its representatives to contact or lobby, when necessary, other councils, relevant authorities and organisations as appropriate to seek to promote practices within Didcot Town Council's area addressing climate change.

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