

Didcot Town Council

Minutes of the extraordinary meeting of the

Environment and Climate Committee Monday 19th October 2020 Online at Zoom.us



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

PRESENT

Councillors:

Cllr P Davies
Cllr A Hudson
Cllr A Macdonald
Cllr D Macdonald (Chair)
Cllr D Rouane
Cllr A Thompson
Cllr C Wilson

Officers:

Janet Wheeler (Town Clerk)
Tony Rudge (Outdoor Services Manager)
Guy Langton (Planning & Environment Officer – Minutes)

Others:

Cllr M Walsh (non-committee member)
Cllr J Moody (non-committee member)
Cllr P Siggers (non-committee member)
Cllr K Khan (non-committee member (part))
J Sparrowhawk (guest)

Cllr Walsh addressed the Committee, requesting it include the purchase and installation of an outdoor fixed concrete table tennis table in one of the Council's parks, for example Ladygrove, where there is already hard standing. Table tennis has health and social benefits for all ages, regardless of ability. The sport is easy to pick up and play and paddles & balls are relatively cheap. People can get competent quickly but mastery of the game takes much longer, maintaining interest. Concrete tables were designed for tough urban conditions with a built-in concrete or 6mm galvanised steel 'net'. It is vandal and theft resistant, protected with a sealer to make graffiti removal easy and practically maintenance free. A clear space of 8m by 4m for each table is recommended, with a 3m access for delivery. If it proved popular, other tables could be added in the future.

The Committee thanked Cllr Walsh for her suggestion, noting it would be added to the budget list for discussion at item 56. The Committee noted that players would be expected to bring their own paddles and balls.

52. To receive apologies.

No member tendered their apologies.

53. To receive declarations of interest

Cllr Thompson and Cllr D Macdonald declared that they were allotment holders and thus would not take part in item 55.

54. To consider the Outdoor Services Manager's attached report.

The Committee noted that the new height restricting barrier was due to be fitted at the Edmonds Park car park gate week commencing 9th November 2020. Once installed the car park would then be reopened for public use between 08:00-18:00 hours.

Edmonds Park Pavilion

The Committee heard that the old building was fenced off for safety reasons. An asbestos survey had been carried out and no asbestos was found, with samples were sent away for testing but all results found no asbestos, though it may be found as the demolition progressed..

The original estimates included supplying and laying a temporary trackway from the Park Road car park to the old pavilion and supplying temporary fencing along the trackway for public safety, this was considered necessary to prevent damage to the football pitches but represented a significant part of the overall cost. The Committee heard that making use of the Fairacres Road access, which would require the removal of a gate and posts for access, would remove the need for the proposed accessway. The demolition would take approximately 5 days and all residents of Fairacres would be informed in good time.

Councillor D Macdonald proposed, Councillor Hudson seconded and it was **RESOLVED** to demolish the building using the Fairacres Road access, and to recommend to the Finance and General Purposes Committee that a budget of £20,000 was allocated to the project. All members agreed.

Stubbings Land Pathway

The Committee heard that either a bonded gravel path or a tarmac 1.8m wide path would be suitable for all prospective users. Bonded gravel would need maintenance every other year to maintain the surface integrity, tarmac could be maintenance free for over ten years. There were options of connecting Bluebell Lane to the Wheatfields entrance, the Barleyfields entrance or to the path that runs from Barleyfields to Brunel Road.

Estimates had been received for both types of path. Tarmac would be approx. £149 per linear metre and bonded gravel approx. £78 per linear metre if installed by a third party, though the Council's Outdoor Staff were qualified to undertake the work, which would reduce the cost further.

Councillor D Macdonald proposed, Councillor Rouane seconded and it was **RESOLVED** to install a tarmac path from the entrance at Bluebell Lane to the path running from Barleyfields to Brunel Road and to recommend to the Finance and General Purposes Committee that a budget of £20,000 be allocated to the project. All members agreed.

55. To consider the Allotment Holder's appeal procedure.

The Committee considered the procedure as presented.

Councillor D Macdonald proposed, Councillor Hudson seconded and it was **RESOLVED** to approve the procedure for use, amending the wording to remove the implication of 'ownership', allotment holders being tenants. All members agreed.

Councillor D Macdonald proposed, Councillor Wilson seconded, and it was **RESOLVED** to review the Council's allotment rules at the Allotment Liaison Group, including amending the wording to remove the implication of 'ownership', allotment holders being tenants and to establish rules for resolving caused by allotment holder's behaviour.. All members agreed.

56. To consider the 2021-22 budget.

The Committee heard that the budget headings had been prepared using a 3% uplift to reflect inflation, unless otherwise noted on the table. Councillor Thompson noted concern that the proposed increase was 9%.

The Committee noted that unspent funds from 2020-21 could be carried across to earmarked reserves by making the request to journal the amounts to the Finance and General Purposes Committee.

At the Chair's request, the Committee considered the budget headings line by line, to be received for final consideration at the next meeting of this Committee, scheduled for the 16th November 2020.

CLlr Rouane noted that round numbers were more readily understood, the Committee suggested each was rounded down to the nearest ten.

The income anticipated from allotments, the cemetery and the sale of season tickets to fish at Ladygrove Lakes would be confirmed at the next meeting of this Committee, the Committee having provided guidance that increases should reflect inflation, a report would be presented for consideration.

The Committee noted the available Section 106 allocations at the end of the table.

The figures agreed are presented on the following pages.

| | | 2021-22 Proposed | Totals | Notes (baseline increase of 3% included) |
|-------------------------------------------|-------------------------|------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 101 Central Administration | | | | |
| 1173 | Green projects | 25,600 | | May be used for projects across the Council. Journal balance of 2020-21 budget to FY2021-22. |
| OverHead Expenditure | | 25,600 | 25,600 | |
| 301 External Works - Central Costs | | | | |
| 3101 | Salaries - Basic | 285,000 | | Assumed, based on 2.75% increase but OSM salary may change and annual increment may be applied. Addition of an apprentice. |
| 3102 | Events staffing | 2,200 | | |
| 3104 | Agency Staffing | 1,000 | | |
| 3108 | Staff Travel | 2,300 | | |
| 3120 | Protective Clothing | 4,000 | | New OSM, new apprentice. |
| 3124 | Telephone - Works | 200 | | |
| 3127 | Subscriptions | 400 | | |
| 3140 | Vehicle Insurance | 3,896 | | Figure to be confirmed. This is an estimate, the insurance renews in November annually, precise figure will be known then. A small number of claims in 2019-20 may affect the quote. |
| 3141 | Vehicle Fuel | 7,000 | | Fuel prices down by approx. 10% on 2019 figures. |
| 3145 | Machinery Costs | 12,875 | | Service costs for general machinery. |
| 9034 | Ford ranger pick-up | 3,290 | | Lease costs inclusive or service. |
| 9039 | Ransomes HR300 rotary | 5,300 | | Lease cost, maintenance. |
| 9045 | Ransomes Parkway 3 | 1,230 | | HP plan complete. Costs for service and parts. |
| 32504 | Nissan Tipper Van Lease | 7,000 | | Current lease expires end Dec 2020. |
| 32519 | John Deere | 4,200 | | Lease at £295/month plus service every 6 months (at £300 each). |
| OverHead Expenditure | | 339,891 | 339,891 | |
| 302 Allotments | | | | |
| 3151 | Water charges | 1,060 | | |
| 3233 | Allotment Competition | 250 | | |
| 3244 | Allotment Maintenance | 2,600 | | |
| 3386 | Allotment noticeboards | - | | All boards are under two years old, retain the code for future use. |
| OverHead Expenditure | | 3,910 | | |

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| 3282 | Allotment Rents | 11,700 | 2021-22 fees agreed as £35 (£25 concessions) for a full, £17.50 (£12 conc.) for a part. |
| Total Income | | 11,700 | |
| 302 | Net Expenditure | - 7,790 | - 7,790 |
| 303 Cemetery | | | |
| 3151 | Water charges | 210 | |
| 3154 | Maintenance | 8,920 | |
| OverHead Expenditure | | 9,130 | |
| 3303 | Cemetery Fees | 17,000 | Proposed increases to be considered at 16 November 2020 in separate report. |
| Total Income | | 17,000 | |
| 303 | Net Expenditure | - 7,870 | - 7,870 |
| 304 Edmonds Park | | | |
| 3155 | Security | 2,690 | |
| OverHead Expenditure | | 2,690 | 2,690 |
| 305 Ladygrove Park | | | |
| 32521 | Ladygrove park | 5,000 | moved from 325 Projects , sandpit & train. |
| 3165 | Ladygrove Lakes | 11,330 | maintenance |
| OverHead Expenditure | | 16,330 | |
| 3185 | Ladygrove Lakes Income | 500 | |
| Total Income | | 500 | |
| 305 | Net Expenditure | 16,330 | 16,330 |
| 306 Loyd Park | | | |
| 3151 | Water Charges | 80 | |
| 3152 | Electricity | 120 | |
| OverHead Expenditure | | 200 | |
| Total Income | | - | |
| 306 | Net Expenditure | 200 | 200 |

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|-------------------------------------------------|-------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 308 General Parks & Recreation Areas | | | |
| 3170 | Waste Recycling | 8,700 | |
| 3151 | Water Charges | 1,200 | Charges for all parks and recreation areas. |
| 3152 | Electricity | 1,160 | |
| 3154 | Maintenance | 21,070 | |
| 3166 | Millennium Wood Upkeep | 2,060 | |
| | OverHead Expenditure | 34,190 | |
| | Total Income | - | |
| 308 | Net Expenditure | 34,190 | 34,190 |
| 309 Play Areas | | | |
| 3149 | Bark Top-up | 3,090 | |
| 3153 | Play Equipment Maintenance | 20,000 | Play equipment is ageing and needs more work than in previous years. This must be recognised. |
| | OverHead Expenditure | 23,090 | |
| | Total Income | | |
| 309 | Net Expenditure | 23,090 | 23,090 |
| 310 Environmental Services | | | |
| 3150 | Plants | 2,000 | Reflecting the move to planting perennials rather than annuals |
| tbc | Decorative planting | - | For future years |
| 3156 | Seats and Litter Bins | 1,500 | Maintenance of benches and bins. |
| 3157 | Dog Fouling Clean-up Services | 5,000 | Significant increase in costs over 2019-20, with the full annual budget spent by the end of August 2020. 2021-22 budget increased to reflect this. |
| 3168 | Trees | 12,500 | 2020 has been injurious to trees. Increase in budget to meet likely increase in costs to maintain and make safe. |
| 9031 | Tree Maintenance 3 yr Contract | - | Retain for future years. |
| 3159 | Grass Cutting | 24,350 | Highway verges - contractor engaged. |
| 3162 | Football pitch maintenance | 8,860 | 2020 was too dry to undertake work, plan to carry work out in 2021-22 |
| 32588 | Edmonds Park Pitch Maintenance | ————— | moved from 325 Projects, work included above, remove budget line. |
| 3168 | Street Furniture Maintenance | ————— | Propose removal and a new cost centre included for Street Furniture. |
| | OverHead Expenditure | 54,210 | |

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| 1183 | Bowls Club Rent | 50 | |
| 3180 | Sports Hire | 3,000 | Pitch hire costs to be considered in separate report. |
| 3184 | Funfair Hires | 3,300 | Assuming fun fairs are allowed again in 2021-22 |
| 3186 | Agency Income OCC | 13,424 | Grass cutting grant from OCC. Not increased since commencement, can be considered for renegotiation? |
| | Total Income | 19,774 | |
| 310 | Net Expenditure | 34,436 | 34,436 |

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| NEW Street Furniture | | Proposed new cost centre | |
| 9059 | Bus shelter installation | 10,300 | Moved from 325 Projects . Further shelters to be installed across the town as required. Represents 2 standard 2-bay shelters or 1 larger 3-bay green-roofed model. |
| 9051 | Memorial WW1 Commemorative seat, to be renamed | 2,000 | Moved from 325 Projects . Journal £3000 from 2020-21 to earmarked reserves for FY2021-22. |
| ?? | Bench replacement & installation | | |
| 9060 | Noticeboard replacement | 925 | Moved from 325 Projects . Was to replace the Council boards across the town and at the Hall/Offices on a rolling basis, so not a one-off |
| 3168 | Street Furniture Maintenance | 3,000 | Figure included to cover probable costs of maintenance, including bus shelter cleaning. |
| | OverHead Expenditure | 16,225 | 16,225 |

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| NEW Public Art & Heritage | | Proposed new cost centre | |
| tbc | Local heritage collection at Civic Hall | 2,750 | Cost of a display case plus any costs associated with the display/installation. |
| tbc | | - | |
| 305 | OverHead Expenditure | 2,750 | 2,750 |

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| 325 Projects | | | |
| 9033 | Ladygrove Lakes Bank Repair | - | |
| 32503 | Ladygrove Lakes | - | |
| 9056 | Ladygrove Lakes Staging | 750 | Retained in budget, balance of 2020-21 budget to be journalled to Earmarked Reserves 2021-22 , 3% added as new budget. |
| tbc | Play equipment replacement | 100,000 | Small children's play area at Edmonds Park, where one piece is closed and two further need repair. Could also include a 'youth shelter' |

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|---------------------------------|----------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| tbc | Play equipment installation (outdoor table tennis) | 3,000 | https://www.playcrete.com/concrete-table-tennis/ to include installed mat surround if appropriate. |
| 9058 | Building projects fees | 5,000 | |
| 32522 | Green waste disposal | ————— | Remove |
| 32520 | Cemetery | - | 2020-21 resurfaced paths. No planned projects. |
| 32525 | Edmonds Park New Pavilion build | 27,750 | Stages 3, 4 and 5 of the Architects process towards build (£26,750), plus 10% snagging & sundry value (rounded up). |
| tbc | Edmonds Park Old Pavilion Removal | 25,000 | Assumed cost, if not completed in 2020-21 |
| tbc | Edmonds Park pre-fab toilet block purchase | 9,500 | 2 units: https://www.portablespace.co.uk/product/11-double-mains-toilet-8ft-x-5ft-ral-6007 https://www.portablespace.co.uk/product/steel-disabled-toilet-for-sale |
| tbc | Edmonds Park refurbish slab | 15,500 | Refurbish slab, remedial base works, remedial works, DDA access ramp and installation of services. |
| 32596 | Disabled Access Stubbings Land | 20,000 | If carried across to 2021-22 |
| 32597 | Loyd Rec Pavillions Project | - | Retain as zero. |
| 32598 | Depot Proj emp Accommodation | ————— | Remove |
| 32599 | Splash Park | 6,000 | Retained in budget, (to be journaled to Earmarked Reserves) carry across to 2021-22, 3% added as new budget. Total available in 2021-22 £206,000 |
| OverHead Expenditure | | 411,854 | |
| 32524 | Grant - Pavillion | - | Retained in budget as zero. |
| 32581 | Grant Received | ————— | Remove |
| 32582 | Sale of Assets | - | Retained in budget as zero. |
| 32587 | CIL S106 income | 77,458 | Rename as anticipated CIL receipt. CIL Ref 3329. P18/S0719/RM. Land to the South of A4130 Didcot. Instalment 3. £77458.28 |
| | | 24,805 | Rename as anticipated CIL receipt. CIL Ref 2207. P14/S4066/FUL. Land to south of Hadden Hill Didcot. Instalment 3. £24805.48 |
| Total Income | | 102,264 | |
| 325 | Net Expenditure | 309,590 | 309,590 |
| Grand total expenditure: | | £ | 789,332 |

PTO for S106 funds available for Town Projects.

S106 funds available:

| Received | Towards | Spend By | Officer Suggested Use of Funds |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| P02/W0848/O (08S35) - Land to the west of Didcot, between A4130 and Park Road to both North and South of B4493 Wantage Road (Agreement dated 18 July 2008) | | | |
| £196,781.51 | "Civic Centre Contribution" towards the costs of improving Didcot Civic Centre or other community centres/services either on or within the proximity of the Site. | no date provided | Solar PV and the Civic Hall Balance to fund other (including Green) improvements. |
| P08/W0251 (08S48) - Royal Berkshire Court Green Close Didcot OX11 8TD (Agreement dated 22 December 2008) | | | |
| £9,687.50 | "the Play Area Contribution" towards the provision of a children's play area at Edmonds Park | no date provided | Replacement of broken play equipment at Edmonds Park |
| P09/W0956 (10S02) - Land adjacent to Marsh Bridge Cottages Didcot OX11 8DL (Agreement dated 14 January 2010) | | | |
| £2,223.58 | "Play Maintenance Contribution" towards Play facilities in Didcot | 17/08/2022 | Replacement of broken play equipment across town (Zip-Wires) |
| £1,607.71 | "Play Capital Contribution" towards Play facilities in Didcot | 17/08/2022 | Replacement of broken play equipment at Edmonds Park |
| £1,887.17 | "Green Space Contribution" towards the provision of additional green space identified by the Council's PPG17 study as a result of the growth of Didcot in such form and at such time as the Council shall in their discretion decide | 17/08/2022 | Stubbings Land disabled access |
| P10/W1959 (14S16) - Land at Park Road Didcot (Agreement dated 19 May 2014) | | | |
| £72,434.48 | Community Contribution towards facilities in Didcot | 19/06/2035 | 5% (£3,620 in either of these cases) of a S106 allocation may be used towards professional fees (Architects, planning etc) , eg to part-fund '32525' or '32599' |
| £72,434.48 | Community Contribution towards facilities in Didcot | 10/12/2034 | |