

Notice of a meeting of the

Environment Committee

16th July 2018 at 7.30pm

All Saints Room, Civic Hall, Didcot



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 Deputy 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 18 - 20 on a matter before the Committee).

The Chairman will invite members of the public to present their questions, statements or petitions at the start of the meeting.

To find out about participation contact the Deputy Town Clerk.

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 meeting held on 18th June as a true and correct record **(attached)**
4. Questions on the minutes as to the progress of any item
5. To consider and note the financial statements and budgets **(attached)**
6. To note the Outdoor Services Manager's Report, including feedback from previous events **(attached)**
7. To note the update on the closure of Ladygrove Lakes **(attached)**
8. To consider the recommendation from the Personnel Committee regarding the locking of Edmonds Park **(attached)**
9. Future project suggestions



Julie Perrin
Town Clerk
10th July 2018

Voting members:

Mr A Thompson
Ms J Billington
Mr S Connel
Mr A Dearlove
Ms C Augustine
Mrs D Macdonald
Mr S Hewerdine

Nominated Substitute Members

Mr J Hart
Mr R Milton-Eldridge
Mr T Harbour
Mr B Shaw
Mr B Cooper
Mr D Healy

Didcot Town Council



Environment Committee Monday 18th June 2018 at 7.30pm All Saints Room, Civic Hall

Minutes

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

PRESENT

Councillors: Mr A Thompson (elected Chairman – minute 78 refers)
Mr S Connel
Mr A Dearlove
Mr D Healy (as sub for Councillor Ms C Augustine)
Mrs D Macdonald

Officers: Mr T Hudson (Deputy Town Clerk)
Mr T Rudge (Outdoor Services Manager)

Others: One member of the public

PUBLIC PARTICIPATION

Mrs A Paterson addressed the Committee on a number of issues. Mrs Paterson gave her encouragement to Councillors to agree to put bus shelters in, and to use the knowledge of the bus drivers for help identifying suitable stops – particularly for those with disabilities. The failure of Oxfordshire County Council to remove defunct flags from former stops on the Ladygrove estate was also passed on. In addition, Mrs Paterson sought clarification on a number of issues relating to grass cutting, litter-picking and other maintenance issues relating to Ladygrove.

78. APPOINTMENT OF CHAIRMAN FOR 2018/19

It was proposed by Councillor Mr S Connel, seconded by Councillor Mr A Dearlove and **RESOLVED** to elect Councillor Mr A Thompson as Chairman for 2018/19. Councillor Thompson assumed the role of Chairman at this point.

79. APPOINTMENT OF VICE-CHAIRMAN FOR 2018/19

It was proposed by Councillor Mr A Thompson, seconded by Councillor Mr D Healy and **RESOLVED** to elect Councillor Ms J Billington as vice-Chairman for 2018/19.

80. APOLOGIES

Councillors Ms C Augustine and Ms J Billington tendered their apologies.

81. DECLARATIONS OF INTERESTS

Councillors Mr A Thompson and Mrs D Macdonald declared non-pecuniary interests as allotment holders.

82. MINUTES OF PREVIOUS MEETING

Proposed by Councillor Mr S Connel and seconded by Councillor Mr A Dearlove - **RESOLVED** to agree the minutes of the ordinary meeting of 12th March 2018 and the extraordinary meeting of 30th April 2018 as a true and correct record and that the Chairman sign them as such.

83. QUESTIONS REGARDING PROGRESS OF ITEMS IN PREVIOUS MINUTES

Councillors Mr A Thompson and Mrs D Macdonald passed back thanks from the allotment holders regarding the additional burn granted. All Councillors were advised that the Town Council offices had received some complaints from neighbours and that the needs and interests of both groups should continue to be balanced.

84. FINANCIAL STATEMENTS AND BUDGETS

The Committee considered a report on the financial statements and budgets to 31st March 2018 and 31st May 2018.¹

Councillors requested clarification on whether there would be temporary accommodation costs relating to the rebuild of the Edmonds Park yard. The Outdoor Services Manager confirmed that there would not be.

The report was **NOTED**.

85. OUTDOOR SERVICES MANAGER'S REPORT

The Committee considered the Outdoor Services Manager's report.

¹ This report was tabled at the meeting and did not form part of the report pack

In discussing the report Councillors asked questions on a number of issues raised:

- 1) Positive feedback from allotment holders was passed back in relation to the granting of an additional burn following the unseasonably wet weather at the start of the growing season. However, Councillors were also made aware that a number of neighbours had put in complaints and were reminded of the need to balance the needs of the two groups.
- 2) Councillors noted the negative reaction to changes in grass cutting policy in the cemetery. The Outdoor Services Manager reported that the change had been made due to complaints by grave owners about strimmed grass sticking to grave stones, and flowers or other items of remembrance being damaged by trimmers and so had instructed gardeners only to cut between the graves, as is common practice in many cemeteries. However, due to the feedback received, the decision had been reversed. Councillors noted the explanation and suggested that more pre-communication may have been beneficial.

The report was **NOTED**.

86. BUS SHELTER LOCATIONS

The Committee considered a report seeking recommendations for potential bus shelter locations for further consideration. In discussing the report the Committee spoke of the success of the Town Council in advocating for new bus stops outside Aldi on Broadway, the ability to seek advertising and the ongoing costs of maintenance. The advice provided during the public participation segment of the meeting - that they should seek the views of bus drivers - was considered pertinent. It was proposed by Councillor Mr A Thompson, seconded by Councillor Mr S Connel and **RESOLVED** to defer consideration to allow Councillors to undertake further research.

87. LADYGROVE MAINTENANCE CONTRACT

The Committee considered a report asking it to consider its preferred course of action in light of the approaching end date of the Town Council's contract with an external contractor to mow the Town Council's land on Ladygrove Park.

In discussing their response Councillors noted the spare capacity of the Town Council's own machinery and the ability to increase usage without need for additional equipment or expenditure. Councillors also noted the benefits of having increased control over quality and speed of responding to issues reported by the public. It was preferred, therefore, to bring the contract back in house than to retender at the end of the contract. Councillors then considered the redeployment of funds saved from the contract in the form of employing additional staff. The recommendation that a full-time worker be employed for only the summer months was considered, but it was suggested that this would bring significant workload and uncertainty each year. The Outdoor Services Manager was asked whether there could be sufficient work for a full-time, permanent employee and the likely additional

costs. It was confirmed that there would be sufficient work across the outdoor staff team's remit to justify an additional worker, and that including on-costs the cost of having a full-time, permanent worker would be of minimal additional cost once offset against the savings from bringing the contract in house.

It was proposed by Councillor Mr S Connel, seconded by Councillor Mr D Healy and **RESOLVED** to bring the Ladygrove mowing contract in house, and for the necessary works to be taken to enable the recruitment of a full-time, permanent gardener to be recruited for April 2019.

88. MERCHANT NAVY DAY

The Committee considered a report inviting it to consider whether to fly a flag for Merchant Navy Day on 3rd September 2018, following a request from Seafarer's UK. In considering the report, Councillors also discussed whether to fly a flag for Armed Forces Day. When it was noted that Armed Forces Day would fall on a Saturday, the idea of flying the flag on the preceding day was explored.

It was proposed by Councillor Mr A Thompson, seconded by Councillor Mr A Dearlove and **RESOLVED** to purchase a Red Ensign, and to fly it on 3rd September, and to fly the Union Flag on 29th June.

89. WORLD WAR 1 WORKING GROUP UPDATE

The Committee considered an update report from the World War 1 Working Group, including issues referred for decisions.

The update report was **NOTED**.

Councillors considered the request from the World War 1 Working Group that the Town Council host a 'Silent Soldier' purchased by the Royal British Legion on Council land. In discussing the matter Councillors discussed the siting, the safety of the figure and road users and practical issues relating to siting. It was proposed by Councillor Mr A Dearlove, seconded by Councillor Mrs D Macdonald and **RESOLVED** to give the Royal British Legion permission to erect a Silent Soldier outside the Council offices on the Broadway until November 12th 2018, but with the proviso that the Town Council would accept no responsibility for damage or loss.

90. ALLOTMENT LIAISON GROUP UPDATE

The Committee considered an update report from the Allotment Liaison Group, including issues referred for decisions.

In considering the report

1) Allotment Awards

The support of the allotment liaison group for the proposed changes to the Town Council's allotment awards was **NOTED**. It was proposed by Councillor Mr D Healy, seconded by Councillor Mr S Connel and **RESOLVED** to adopt the changes to the Town Council's allotment awards as suggested on 30th April.

2) Deposit Scheme

The proposed amendments by the allotment liaison group to the original proposals for the guidance to returns of allotment deposits were considered and supported. It was proposed by Councillor Mr S Connel, seconded by Councillor Mr A Dearlove and **RESOLVED** to adopt the deposit scheme as drafted subject to the following amendments:

- Substitution of 'rotavation' with 'cultivation'
- Addition of a half-price fee of £20 for plots of less than 2.5 poles
- Changing deductions from absolute figures to percentage figures to reflect the multiple deposit levels

3) Allotment Review Working Group

Councillors noted the support of the allotment liaison group for an allotment review working group. In discussing the matter Councillors noted the heavy balance towards allotment holders and stressed that the allotment review should be clearly recognised as advisory.

It was proposed by Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald and **RESOLVED** to set up an Allotment Review Working Group with the following terms of reference:

Name of Working Group	Allotment Review Working Group
Membership Who should be part of the group, and what rights do they have in decision-making?	Chairman of the Environment Committee or Deputy Chairman, one site rep from each allotment site (equal voting rights) Information Centre Manager, Outdoor Services Manager and Deputy Town Clerk as required (no voting rights)
Purpose Why does it exist? What does it seek to achieve?	To review and bring up to date the workings of the allotments, particularly in relation to: charges and services, management structure, defining the roles, rights and responsibilities of site reps, considering allotment rules and enforcement, allotment safety, and issues arising from allotment sizing.
Task and finish/ongoing? If task and finish, please define the date or output that marks the groups closure	To be reviewed after 9 months (3 meetings)

<p>Meetings Does the group meet in person or virtually?</p> <p>How often should it meet, and should it meet in the day time or evening?</p>	<p>In person</p> <p>Once every three months starting at 5:30 until 7:00</p>
<p>Reporting How should the business be reported and to whom?</p>	<p>Written report to be presented to the Environment Committee by the Chairman or Deputy Chairman of the Environment Committee.</p>
<p>Minutes published Are minutes required, and who should they be sent to?</p>	<p>Agreed actions sent to all members</p>
<p>Public attendance Can the public attend, can they participate and are there any rules around this?</p>	<p>Members of the public may attend if the working group agrees; public attendees may address the working group for three minutes at the start of the meeting but must thereafter not speak unless invited to.</p>

The update report was **NOTED**.

91. FUTURE PROJECTS SUGGESTIONS

The following future project suggestions were put forward for costing and consideration at the Committee's budget-setting meeting in November.

- 1) Proposed by Councillor Mr A Thompson, seconded by Councillor Mr A Dearlove and **RESOLVED** to consider putting in covered benches around the Council's parks.
- 2) Proposed by Councillor Mr A Thompson, seconded by Councillor Mrs D Macdonald and **RESOLVED** to consider replacement for sandpits across the Town Council's play areas
- 3) Proposed by Councillor Mr S Connel, seconded by Councillor Mr D Healy and **RESOLVED** to consider the levelling of the cemetery
- 4) Proposed by Councillor Mr S Connel, seconded by Councillor Mr A Thompson and **RESOLVED** to consider a fireworks budget for 2019.

92. EXCLUSION OF THE PRESS AND PUBLIC

Proposed by Councillor Mr A Thompson, seconded by Councillor Mr S Connel 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

93. POLICY AND PAYMENT ISSUES AROUND THE LOCKING OF EDMONDS PARK

The Committee considered a report concerning the policy of locking Edmonds Park and attendant issues. Councillors discussed the background of why the gates had been locked, the level of crime and anti-social behaviour, and the policy for other parks.

It was proposed by Councillor Mr S Connel, seconded by Councillor Mr D Healy and **RESOLVED** to:

- Maintain the Council's current policy with regards to locking Edmonds Park, subject to a review in June 2019.
- Recommend to the Personnel Committee that the Outdoor Services staff be allowed to be paid overtime instead of taking TOIL, and for the Personnel Committee to consider the issue as part of a wider review for all Council staff.

The meeting ended at 8:55 pm

Signed _____ Chairman Date: _____

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Environment Committee 16th July 2018

Report author: Tom Hudson



Financial Statement and Budgets

Introduction

1. Attached are the “Detailed Income and Expenditure by Budget Heading” reports to 30th June 2018.

Recommendation

2. That the committee notes the financial statements and budgets having raised questions on the content.

Background

3. Standing Order 98 a) delegates the administration of the Environment budget to the Environment Committee.

Legal Implications

4. The council is required to arrange for the proper administration of its financial affairs; this includes regular reporting.

Financial Implications

5. As set out in the attached financial statements.

Risk Implications

6. None

Month No : 3

Committee Report

Environment

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
301 External Works-Central Costs							
3101	Salaries - Basic	15,608	47,574	226,000	178,426	178,426	21.1 %
3103	Events Staffing	0	0	1,800	1,800	1,800	0.0 %
3108	Staff Travel	171	517	2,000	1,483	1,483	25.9 %
3120	Protective Clothing	70	318	3,500	3,182	3,182	9.1 %
3124	Telephone-Works	41	41	250	209	209	16.3 %
3127	Subscriptions	0	90	200	110	110	45.0 %
3140	Vehicle Insurance	0	131	3,300	3,169	3,169	4.0 %
3141	Vehicle Fuel	160	559	3,600	3,041	3,041	15.5 %
3145	Machinery Costs	370	2,659	9,500	6,841	6,841	28.0 %
9034	Small Pick-up Lease	30	487	4,400	3,913	3,913	11.1 %
9039	Iseki Tractor - HP	407	1,221	5,700	4,479	4,479	21.4 %
9045	Ride on Mower	548	1,680	6,579	4,899	4,899	25.5 %
32504	Nissan Tipper Van Lease	340	1,020	4,080	3,060	3,060	25.0 %
External Works-Central Costs :- Expenditure		17,745	56,297	270,909	214,612	0	214,612 20.8 %
Net Expenditure over Income		17,745	56,297	270,909	214,612		
302 Allotments							
3151	Water Charges	0	61	350	289	289	17.4 %
3233	Allotment Competition	0	0	250	250	250	0.0 %
3244	Allotment Maintenance	351	865	2,000	1,135	1,135	43.3 %
3386	Allotment Noticeboards	0	69	0	-69	-69	0.0 %
Allotments :- Expenditure		351	995	2,600	1,605	0	1,605 38.3 %
3282	Allotment Rents	302	10,261	10,650	-390		96.3 %
Allotments :- Income		302	10,261	10,650	-390		96.3 %
Net Expenditure over Income		50	-9,265	-8,050	1,215		
303 Cemetery							
3151	Water Charges	0	12	100	88	88	12.4 %
3154	Maintenance	0	85	1,500	1,415	1,415	5.7 %
Cemetery :- Expenditure		0	97	1,600	1,503	0	1,503 6.1 %
3383	Cemetery Fees	3,231	5,607	20,700	-15,093		27.1 %
Cemetery :- Income		3,231	5,607	20,700	-15,093		27.1 %
Net Expenditure over Income		-3,231	-5,510	-19,100	-13,590		

Month No : 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>304</u> <u>Edmonds Park</u>							
3151 Water Charges	0	21	300	279		279	7.0 %
3152 Electricity	0	0	750	750		750	0.0 %
3154 Maintenance	548	1,846	9,000	7,154		7,154	20.5 %
3155 Security	15	156	180	24		24	86.9 %
3170 Waste Recycling	897	1,790	7,200	5,410		5,410	24.9 %
Edmonds Park :- Expenditure	<u>1,460</u>	<u>3,814</u>	<u>17,430</u>	<u>13,616</u>	<u>0</u>	<u>13,616</u>	<u>21.9 %</u>
Net Expenditure over Income	<u>1,460</u>	<u>3,814</u>	<u>17,430</u>	<u>13,616</u>			
<u>305</u> <u>Ladygrove Park</u>							
3154 Maintenance	2,815	7,154	36,000	28,846		28,846	19.9 %
3165 Ladygrove Lakes	3,676	3,748	11,800	8,053		8,053	31.8 %
Ladygrove Park :- Expenditure	<u>6,491</u>	<u>10,901</u>	<u>47,800</u>	<u>36,899</u>	<u>0</u>	<u>36,899</u>	<u>22.8 %</u>
3185 Ladygrove Lakes Income	0	0	3,000	-3,000			0.0 %
Ladygrove Park :- Income	<u>0</u>	<u>0</u>	<u>3,000</u>	<u>-3,000</u>			<u>0.0 %</u>
Net Expenditure over Income	<u>6,491</u>	<u>10,901</u>	<u>44,800</u>	<u>33,899</u>			
<u>306</u> <u>Loyd Park</u>							
3151 Water Charges	0	11	100	89		89	10.9 %
3152 Electricity	0	0	150	150		150	0.0 %
Loyd Park :- Expenditure	<u>0</u>	<u>11</u>	<u>250</u>	<u>239</u>	<u>0</u>	<u>239</u>	<u>4.4 %</u>
Net Expenditure over Income	<u>0</u>	<u>11</u>	<u>250</u>	<u>239</u>			
<u>308</u> <u>Other Parks & Recreation Areas</u>							
3154 Maintenance	69	364	5,000	4,636		4,636	7.3 %
3166 Millennium Wood Upkeep	0	69	1,500	1,431		1,431	4.6 %
Other Parks & Recreation Areas :- Expenditure	<u>69</u>	<u>434</u>	<u>6,500</u>	<u>6,066</u>	<u>0</u>	<u>6,066</u>	<u>6.7 %</u>
Net Expenditure over Income	<u>69</u>	<u>434</u>	<u>6,500</u>	<u>6,066</u>			
<u>309</u> <u>Play Areas</u>							
3149 Bark Top-up	3,000	3,000	3,200	200		200	93.8 %
3153 Play Equipment Maintenance	0	0	13,000	13,000		13,000	0.0 %
Play Areas :- Expenditure	<u>3,000</u>	<u>3,000</u>	<u>16,200</u>	<u>13,200</u>	<u>0</u>	<u>13,200</u>	<u>18.5 %</u>
Net Expenditure over Income	<u>3,000</u>	<u>3,000</u>	<u>16,200</u>	<u>13,200</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
310 Environmental Services							
3150 Plants	715	4,903	12,000	7,097		7,097	40.9 %
3156 Seats and Litter Bins	0	0	2,000	2,000		2,000	0.0 %
3157 Dog Fouling Clean-up Service	0	0	1,200	1,200		1,200	0.0 %
3158 Trees	0	0	7,500	7,500		7,500	0.0 %
3159 Grass Cutting	0	4,630	22,000	17,370		17,370	21.0 %
3168 Street Furniture Maintenance	0	0	500	500		500	0.0 %
Environmental Services :- Expenditure	715	9,534	45,200	35,666	0	35,666	21.1 %
1183 Bowls Club Rent	0	50	50	0			100.0 %
3180 Sports Hire	0	192	3,500	-3,308			5.5 %
3184 Funfair Hires	0	2,115	2,500	-385			84.6 %
3186 Agency Income OCC	0	13,424	13,424	0			100.0 %
Environmental Services :- Income	0	15,781	19,474	-3,693			81.0 %
Net Expenditure over Income	715	-6,248	25,726	31,974			
325 Projects							
9033 Ladygrove Lakes Bank Repair	0	0	0	0		0	0.0 %
9051 Memorial WW1 Commemorative	0	0	900	900		900	0.0 %
9058 Building projects fees	4,077	19,360	30,000	10,641		10,641	64.5 %
9059 Bus shelters	0	0	5,000	5,000		5,000	0.0 %
32588 Edmonds Park Pitch Maintenance	0	3,044	5,000	1,956		1,956	60.9 %
32589 Loyd Rec Pitch Maintenance	0	1,071	3,000	1,929		1,929	35.7 %
32590 Smallbones Play Area Refurbish	0	0	27,500	27,500		27,500	0.0 %
32593 CCTV Additional Camera	0	0	13,405	13,405		13,405	0.0 %
32596 Disabled Access Stubbings Land	0	0	1,000	1,000		1,000	0.0 %
32597 Pavilions Project	0	0	10,000	10,000		10,000	0.0 %
32598 Depot Proj Temp Accommodation	0	0	15,000	15,000		15,000	0.0 %
Projects :- Expenditure	4,077	23,475	110,805	87,330	0	87,330	21.2 %
32587 CIL S106 Income	0	3,646	0	3,646			0.0 %
Projects :- Income	0	3,646	0	3,646			
Net Expenditure over Income	4,077	19,829	110,805	90,976			
Environment :- Expenditure	33,909	108,558	519,294	410,736	0	410,736	20.9 %
Income	3,532	35,295	53,824	-18,529			65.6 %
Net Expenditure over Income	30,376	73,263	465,470	392,207			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Earmarked Reserves

955 Earmarked Reserves

90010	Building Repair Fund	0	0	100,000	100,000	100,000	0.0 %	
90011	Building Maintenance Fund	0	0	44,380	44,380	44,380	0.0 %	
90015	Depot Fund	0	0	400,000	400,000	400,000	0.0 %	
90020	Skatepark Refurbishment	0	0	17,348	17,348	17,348	0.0 %	
90025	Election Fund	0	0	10,000	10,000	10,000	0.0 %	
90026	Ladygrove Lakes Staging	0	0	20,000	20,000	20,000	0.0 %	
90027	Building Project Fees	0	0	20,060	20,060	20,060	0.0 %	
90028	CIL 2018	0	0	5,709	5,709	5,709	0.0 %	
90029	GDPR	0	0	15,000	15,000	15,000	0.0 %	
Earmarked Reserves :- Expenditure		0	0	632,497	632,497	0	632,497	0.0 %
Net Expenditure over Income		0	0	632,497	632,497			
Earmarked Reserves :- Expenditure		0	0	632,497	632,497	0	632,497	0.0 %
Income		0	0	0	0			0.0 %
Net Expenditure over Income		0	0	632,497	632,497			

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Environment Committee 16th July 2018

Report author: Tony Rudge

Outdoor Services Manager Report

Introduction

1. The report lists all the grounds works completed along with updates on allotment availability. Also includes contract work.
2. Feedback on recent events within the report period and vandalism.
3. Staff updates on training.

Recommendation

4. That the Committee reviews the report and notes works completed.

Allotments

5. Allotment inspections are currently being carried out by the Outdoor Services Manager accompanied where possible by site representatives. Monthly inspections will be carried out until September and allotment holders will receive letters if their plot is not being maintained.
6. Grass cutting is currently being carried out and will continue on a monthly basis. Pathways between plots will be cut by DTC staff if they are not being cut by the plot holder.
7. Any vacant plots will be cleared of rubbish, strimmed & photographed before being let
8. Great Western Park estate has 38 people waiting for the new allotment site to be created – 2020

Play Equipment

9. Formal weekly recorded inspections are being carried out by ROSPA trained staff.
10. During July ROSPA will be carrying out an annual inspection of all our play equipment. Ladygrove Park – The pedal roundabout does not work properly despite being repaired several times by external contractors. It is suggested that this equipment is replaced with a normal seat roundabout.

Trees

11. No tree works have been carried out since the last meeting.

Cemetery

12. There have been 5 burials since the last meeting making a total of 12 burials this year. No Cremated remains burials have taken place since last meeting. The total for the year remains 7.
13. Grass cutting has now returned to the original method with all areas being cut using strimmers. 2 cuts have taken place since last meeting and no further complaints have been received.

General Maintenance

15. Litter collection is ongoing at all sites and waste is disposed of into a skip.
16. Grass cutting is on schedule & all grass is being cut fortnightly.
17. All flower beds have been changed from winter to summer bedding.

Ladygrove Park

18. Rat baiting on going at lakes & around skate park. Several complaints have been received regarding rats around the lakes & our Pest Control company have increased the number of bait boxes at both locations.
19. Grass cutting in parts of the Park had not been carried out to our specification &

the contractor had been given 14 days to bring the site back up to the required standard. All grass areas are now being cut as required.

Machinery

20. All grounds machinery is currently working satisfactorily.

Staff

21. The former apprentice has been re-employed as a Garden/handyman on a temporary contract until the end of September.

22. Five applications were received for the post of Apprentice Gardener. Only 2 applicants replied to interview invitations but neither turned up for their interview.

23. The post of apprentice will be re-advertised by Abingdon & Witney College.

Events

24. June 16th Color Run at Edmonds Park. This was a very successful event organised by Style Acre who would like it to become an annual event. The organisers sent both an email & a card thanking the Outdoor Services Staff for their help in setting up the event.

25. June 23rd Play & activity day – armed forces day. Event very well supported & everyone seemed to enjoy themselves.

26. July 1st Ladygrove 5 mile race & 2 mile childrens run. Once again there were a high number of runners for both races which were run in very high temperatures. The Town Mayor welcomed the runners home at the end of the race & gave out the prizes

27. July 1st Edmonds Park – Family fun day for cystic fibrosis. Event went well & was well supported by locals & included a football competition as well several stalls & a bar.

Future Events Booked

28. July 27-29th - John Lawsons Circus at Edmonds Park.
29. 4 August -Town Fayre at Edmonds Park
30. August 8 -12th Perry Hatwells Funfair at Edmonds Park.
31. August – 19th Didcot Youth FC competition at Edmonds Park
- 32 August – Ladygrove skate park, special event day organised by SODC.
[Event details still to be confirmed](#)

Edmonds Park Depot

33. The Town Council have been sent the following e mail from the architects overseeing the Edmonds Park depot redevelopment. The Committee is asked to note it

“We have been in negotiation with SODC as a condition they attached to the planning consent was supposed to relate only to trees outside the existing compound where it was feared that containers and cabins might damage two trees.

Having relocated the cabins to the Park Road car park, the condition should have become obsolete, but in the confusion which has evidently arisen subsequently with the case officer leaving post, the LPA have now decided that they want to see protection to the mature trees within the site, as per the attached drawing 1765_A-101_D.

We have had to lodge an application accordingly, and we have been assured that it will be approved as quickly as possible.”

Didcot Town Council

Environment Committee

16 July 2018

Report author: Tony Rudge



Ladygrove Lakes

Introduction

1. The report updates the Committee regarding current problems with Blue Green Algae in the lakes at Ladygrove Park

Recommendation

2. That the Committee reviews the report and notes ongoing works.
3. Overnight between Sunday 24 June & Monday 25 June an algal bloom took place in the large lake at Ladygrove Park killing approximately 300 fish. The Environment Agency fisheries team were called & took water samples for analysis.
4. Confirming that an algal bloom had taken place which had taken oxygen from the water killing the fish, they installed an aerator into the lake powered by a generator which they left on site for 2 weeks.
5. We were advised to close the lakes immediately and to place signs around the lakes warning of the dangers to animals and advising people to wash hands if having any contact with the water.
6. The lakes are currently fenced off and the fencing is checked daily to ensure it is still in position & warning notices are in place.

7. The small lake has been unaffected but is still closed to fishing.
8. The Town Council has a company that has been dosing the lakes with a compound called ECO tabs and their results appeared to be improving the oxygen levels and water quality, however their product will not kill the algae.
9. Because the lakes are still water we need to encourage movement in the water to improve oxygen levels. Consideration needs to be given to purchasing our own aerators, this would also require an electricity supply being fitted near the lakes quotes are being sourced for this. It is possible that the fishing club will put towards the cost of this work.
10. Barley straw is being placed around some of the islands this can also help with oxygen levels & dispersal of the algae.
11. The lake will remain closed for the immediate future but if temperatures cool we may be able to reopen.
12. The decision to reopen may be taken over the next few weeks and the Chairman will be consulted before any action is taken.
13. Quotes for works required will be presented to the September Environment Committee.

Environment Committee

16th July 2018

Report author: Tom Hudson



Recommendation from Personnel Committee regarding Sunday locking of Edmonds Park

Introduction

1. The Personnel Committee has made a recommendation to the Environment Committee that an external contractor be used to lock Edmonds Park on a Sunday, thereby rendering unnecessary changes to TOIL policy for Outdoor Services staff.

Recommendation

2. That the committee considers the recommendation from the Personnel Committee, and should it agree with it to make the required virement.

Background

3. At its meeting on 18th June the Environment Committee considered its policy towards the locking of Edmonds Park and attendant issues around this. A recommendation was made to the Personnel Committee that “the Outdoor Services staff be allowed to be paid overtime instead of taking TOIL, and for the Personnel Committee to consider the issue as part of a wider review for all Council staff.”
4. At its meeting on 9th July the Personnel Committee considered a report costing the use of external contractors for locking and unlocking the Edmonds Park gates on a Sunday. Its recommendation to the Environment Committee is that “external contractors be engaged to open and close the gates at Edmonds park each Sunday”.
5. The quote to open and close Edmonds Park was £27 per week, or £1404 per annum.
6. Councillors should be aware that the quote does not include bin-emptying or litterpicking, which is currently done on a Sunday by the Town Council staff

covering Sunday working. However, bins would continue to be emptied and litter picked Monday to Saturday under the recommended arrangement; the situation is no different to the period during which the Gate Keeper was absent from work.

7. External contractors covering Sunday working would mean TOIL is not accrued, thus negating the primary driver of the original recommendation to pay overtime instead of TOIL.

Legal Implications

8. The proposal is that the contract would run month by month, so the Town Council would need to give one month's notice to cancel or change the contract.
9. Financial regulation 61 b) i) gives the Outdoor Services Manager executive power and does not require a tender process for contracts under £5500. The company proposed is the company who covered the responsibility during the Gate Keeper's absence.

Financial Implications

10. Assuming a start date of August 1st 2018, the cost for the current financial year would be £935.
11. The Edmonds Park security budget (304 3155) currently has insufficient funds to cover this cost; it is recommended that a virement from Edmonds Park maintenance (304 3154) of £935 be agreed should the Committee wish to pursue this route.

Risk Implications

12. The Town Council must abide by its duties to ensure the safety of contractors on site, ensuring the work undertaken has been suitably risk assessed and the provider is insured.