



Bollards Working Group TERMS OF REFERENCE

1. Remit

- To create the detailed specification for the “Community Art Bollards Project”, for tender.
 - To liaise with local Parish Councils for community cohesion and approach.
- To review the tenders, make recommendation to the Council on chosen design.
- To liaise with the chosen artist, throughout the design and consultation phase (including public consultation)
- To advise the council on preferred options and phasing.

2. Frequency of Meetings

To meet as required to support the remit and scope of the Bollards Working Group.

3. Appointment of members

The Working Group will be comprised at least 3 members three members with a quorum of not less than three – please see the council standing orders for calculation of quorum, if membership exceeds 9. Membership of the bollards working group will be agreed as needed at a full council meeting, the Bollards Working group may not appoint its own members.

4. Delegated Authority

The Bollards Working Group has no delegated authority, decision regarding chosen artist, design to go to consultation, and chosen design & timescales to be decided at the next available full council meeting.

5. Scope

- To provide the same specification to all bidding artists
- Meet with all artists, with site visits.
- Review bids.
- Advise the council on the preferred bid.
- Engage with the successful artist to review the design, providing any additional information required.
- Liaising with the artist through working Group review of the designs, Parish Council review of the designs and submission to public consultation.
- Management of the Public Consultation and analysis of the results.
- Liaising with artists for modifications post-consultation.
- Advising the council on the preferred design and implementation.

6. DRAFT Specification for the Landscape Architects

Note: the final specification to be written by the working group, and submitted to the Council for formal approval.



Locations for the Bollards: Primarily in the district centre, to prevent anti-social parking.



The Working Group to fully scope all of the locations to include. To consider all locations where ad-hoc parking, rather than residents parking will occur, for example outside the Best-One, Greenfinch Road, which is within the Didcot TC boundary, and therefore will require liaison with Didcot TC.

Bollard Specification: Working Group to define the exact specification, ensuring compliance with all Oxfordshire County Council Highways requirements, including but not limited to height, impact protection, spacing etc. To ensure the bollards meet the requirement to be decorative/art installation, not standard bollards. To mitigate against issues in replacing the bollards in the event they are damaged, the design needs to facilitate easy replacement without heavy machinery. Points to consider, bollards to remove the ability for anti-social parking, but without impeding the ability for pedestrians of all mobility capabilities to safely cross roads, mount pavements, and go about their day to day business.

7. Deliverables of the Working Group

Working through a process to create the exact specification/artists brief first, receive feedback from community members, then some rough drawings for Full Council, then feedback from the full Council, then final drawings with enough detail (though can also be 'mood board' style if you feel best) so that we then can meaningfully consult with the village. We would then try to consolidate feedback and seek any further comments/ideas from the chosen landscape architect based on what the local folks said.

8. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th July 2025, it shall be reviewed periodically.

Signed:

S Peacock, Chair

Dated: