

4 March 2010

To: All Members of the **Amenities and Recreation Committee:**

Councillor Sam Bowring
Councillor Margaret Crick
Councillor Alastair Fear
Councillor Peter Fulk
Councillor Jeanette Halliday
Councillor Jan Morter
Councillor Lorraine Oates
Councillor Tim Oates
Councillor Audrey Tamplin
The Mayor of Abingdon - (ex-officio)
Chair of Finance and General Purposes Committee - (ex-officio)

To: All other Town Council members for Information only.

Dear Sir/Madam

Your attendance is requested at a meeting of the Amenities & Recreation Committee to be held on **Monday 8th March 2010** at **7.00 pm** at the Old Abbey House.

Yours faithfully

N. E. Warner
Town Clerk

AGENDA

1. **Apologies**

To receive any apologies for absence.

2. **Declarations of Interest**

Members are asked to declare any personal interest, and the nature of the interest, which they may have in any of the items under consideration at this meeting (please refer to the notes at the end of the agenda).

3. **Minutes**

To sign as a correct record the minutes of the meeting held on 2nd December 2009 (attached).

4. **Matters Arising not covered elsewhere on the agenda**

There are none.

5. **Britain In Bloom Sub Committee**

To receive the minutes of the Britain in Bloom Sub Committee of 4th February 2010 and to approve the recommendations therein.

6. **Finance and Best value Monitoring Report**

Report from the Town Clerk:

Members are requested to receive and consider the report of Income and Expenditure for the period from April 2009 to date.

7. **Cemetery and Works Supervisor's Report**

See attached.

8. **Abingdon Cemeteries**

- Waste Bins – These are now installed. This item will now be taken off the agenda.
- Notice Board – This item will remain on the agenda until the works of the new depot facility are completed. Members are asked to note that during the course of construction large vehicles will be maneuvering in the area and your officers have taken the decision that it would be advisable to install a new notice board once the work is completed to avoid any unnecessary damage to new equipment.
- Pathways – Please see attached photographs of the Spring Garden Cemetery during the recent bad weather. The Chair had hoped to include the refurbishment of the cemetery road/pathway in the new depot facilities scheme however this may now not be possible although discussions are still taking place on the matter. This is ongoing.
- Garden of Remembrance – Work on this facility is ongoing.
- Cleaning of cemetery wall – This is now complete and will be taken off the agenda.

9. **St Helen's Closed Churchyard**

- The bad weather experienced during this winter has prohibited the completion of the St Helen's churchyard railings. This work will start again as soon as the weather permits.
- The lawn treatment for the closed churchyard of St Helen's will take place within the next few weeks. Greenthumb, who are undertaking the work will commence the work with a Spring treatment which will be followed by others during the year.

The church authorities have been informed that the Council is undertaking this treatment of the churchyard.

10 **Allotment Working Party**

- The Allotment Working Party will visit the Drayton Road and West End allotment sites during April. It is difficult to make the visits during the working day as Councillors Brown, Crick and Fear are employed and day visits are difficult for them. April will give the first window of opportunity to make the visits this year. It is proposed that the visits take place on Tuesday 13th April commencing at 6.00pm.
- The Allotment leases are progressing slowly and meetings have taken place with the Land Valuers and further meetings are being arranged. The District Council and Town Council solicitors are preparing draft leases and negotiations are ongoing.
- The Environment Agency has been contacted in relation to the flooding at the Drayton Road Allotment site and it turns out that they have already made a visit to the area. I have established that the lead officer for this area at the Environment Agency is a Mr Keith Lead. I have spoken to Mr Lead who informs me that areas have been identified of potential problems and the District Council has been notified. I have been in touch with the District Council who are looking at the situation particularly as the allotment site is leased from them. Attached for your information are photographs of the Drayton Road Allotments taken on 17th January and were still under water last week.
- Attached is a letter from the Drayton Road Allotment Association requested financial assistance for the purchase of ballast to build up the tracks within the allotment area. Members are asked to consider this request.

11. **Play Area Working Party**

The Play Area Working Party met on Thursday 4th March to discuss the quotes received for new play equipment for River Close, Caldecott and Hill View play areas as well as replacement safety surfaces in those and other areas. A verbal report will be given by the Chair of the Working Party to

the meeting. The choice of suppliers will be reported under the Confidential agenda.

- Portfolio of Play Areas – Members agreed that this would not proceed until all the new equipment had been installed.

12. **Trees**

Atlantic Cedars to be replaced in the Autumn of 2010.

The Works Team continue to progress the work on the Town Council's stock of trees and this work is ongoing.

13. **Digital Mapping**

A computer and printer has now been purchased and installed in the Committee Room, Old Abbey House for the use of Members. A training session has been organized for Members wishing to use the digital mapping software on Tuesday 23rd March at 2.00pm. It is anticipated in the first instance that the bus shelters and play areas could be digitally recorded.

14. **Waste Audit Report**

A reply was forwarded to the authors of the Waste Audit Report but no response has yet been received. This matter will now be taken off the agenda.

15. **Corporate Identity – Workforce Workwear**

No clothing has recently been purchased for the Works Team therefore the corporate identity issue has not progressed further. However, when new clothing is required logos etc will be included. Work ongoing.

16. **Publicity**

The Committee is required to consider any items on the agenda which would benefit from publicity.

17. **Date of Next Meeting**

The date of the next Amenities and Recreation Committee will be on Wednesday 26th May 2010 at 7.00pm in the Old Abbey House. This is subject to the calendar of meetings being approved by Council later this month.

18. **Exclusion of the public including the press**

The Chair to move that in accordance with section 1 (2) of the Public Bodies (Admissions to Meetings Act) (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded

from the meeting because of the confidential nature of the business to be transacted, as summarised below.

Items for discussion:

1. Minutes of Previous Meeting;
2. Matters Arising;
3. Works Depot Facilities.
4. Revaluation of Grave Costs
5. Cemetery Pathway / Road
6. Play Area Equipment

Notes on Declarations of Interest

1. Any Member arriving after the start of the meeting is asked to declare personal interests, as necessary, as soon as practicable after their arrival even if the item in question has been considered.

2. With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgment of the public interest. In such circumstances, the Member must withdraw from the meeting room and should inform the Chair immediately.

3. It is not practical for the Town Clerk to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.

Attendance of non-Committee Members at meetings

Members' attention is drawn to Standing Order 45 which states that: *"A member who has proposed a motion which has been referred to any committee of which he/she is not a member, may explain his/her motion to the committee but shall not vote. Any Council member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he/she is not a member, but not entitled to speak unless invited to do so by the Chair. However any Councillor may speak at Committee meetings on any matters related specifically to his/her Ward."*