



ABINGDON-ON-THAMES TOWN COUNCIL

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Environment and Amenities Advisory Committee Tuesday 11 January 2022 AGENDA

Date of agenda: 7 January 2022

To: All Members of the Environment and Amenities Advisory Committee

Cllr Gabby Barody	Chair
Cllr Jim Halliday	Vice-Chair
Cllr Charlie Birks	
Cllr Margaret Crick	
Cllr Rawda Jehanli	
Cllr Lorraine Oates	
Cllr Helen Pighills	
Cllr Cheryl Briggs	(<i>ex-officio</i> , Mayor)
Cllr Samantha Bowring	(<i>ex-officio</i> , Chair F and GP Committee, Leader)

To: all other Members for Information

Dear Member,

Your attendance is requested at a meeting of the **Environment and Amenities Advisory Committee** to be held on **Tuesday 11 January at 7.00pm.**

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. **The meeting link was sent out on 21 December 2021.** As agreed by the Town Council at its meeting on 29 September 2021, the recommendations of this advisory committee will be considered by the Town Council at its next meeting. Please see the note on governance at the end of this agenda.

The meeting ID will be forwarded to Members separately. Any members of the public who wish to attend should e-mail me at democratic@abingdon.gov.uk and you will be sent the relevant link on the day of the meeting.

The meeting will be conducted in the same way, as far as possible, as a meeting in person. Members of the public may view the meeting online and may, with notice, make representations, ask questions and give evidence in respect of any item of business at agenda item 5.

Should any Member be unable to attend and wish to appoint a substitute to the meeting, they should inform me at democratic@abingdon.gov.uk.

The agreed [terms of reference](#) for this committee can be viewed here.

Any queries on a report should be directed to the report author.

Yours sincerely

Nigel Warner

Nigel Warner
Town Clerk (signed electronically)

Abingdon-on-Thames Town Council Our Vision

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community, the town will be one which is environmentally sustainable, vibrant, resilient and safe.

Our key objectives

1. To respond effectively and speedily to the climate emergency.
2. To develop a resilient, sustainable town which will provide a home for residents now and in the future.
3. To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
4. To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

SECTION I - Open to the public and media

1. **Apologies**

To receive any apologies for absence.

2. **Declarations of interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

3. **Minutes**

To sign as a correct record the draft notes of the meeting of the Environment and Amenities Advisory Committee of [16 November 2021](#).

4. **Matters arising**

To consider any matters arising from the minutes of these meetings not covered elsewhere on the agenda.

5. **Statements and Questions from the Public**

To receive any statements and questions. These should be submitted in writing by letter or post to the address above or by e-mail to democratic@abingdon.gov.uk no later than 5pm on Monday 10 January 2022.

6. **Forward Plan and Actions Register**

Update on the Forward Plan.

Actions Register

The Actions Register report can be found [here](#).

Forward Plan

1. Community Woodland (TB/NW)	
Jan to Mar 2021	Plan for community woodland
Jun 2021 review	Community Wood Project - report to Amenities 9.6.21. Carbon Cutters undertaking a site survey June 2021
July to Sep 2021	Consideration of business plan
Oct to Dec 2021	Site and draft plan agreed by committee November 2021
January 2022 update	Budget now needs to be agreed. If agreed then there will be an approach to landowner and negotiation February 2022.
Apr to Jun 2022	Commence work
Oct to Dec 2022	Planting
2. Review of play areas (TB)	
Jan to Mar 2021	Review of play areas
Jun 2021 review	Review took place June 2021
Oct 2021 update	Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021
Nov 2021 update	Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers.
January 2022 update	See action plan update
3. Tree Survey (TB)	
Apr to Jun 2022	Commission tree report
Apr to Jun 2024	Commission tree report
October 2021 update	n/a
4. New Cemetery (NW>VM)	
Apr to Jun 2021	Land offer from VOWH - Key decision on proceeding
Jun 2021 review	Masefield Crescent site part of Vale Strategic Property review See Amenities Committee - 9.6.21 Recommended: 1) New Cemetery Working Group reappointed; 2) Sum of £20,000 released from the earmarked reserves towards work on the business case 3) Other potential sites in the town be explored cemetery infrastructure is already in place); 4) Confirmation on suitability of Masefield Crescent site undertaking a desk top exercise; 5) Valuation of the Masefield Crescent site; 6) A business proposal be developed, as far as we are able, ahead of further information from DC;

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	7) Dialogue with the District Council continue during this period so that proposals can be informed. Further meeting due with VWHDC June 21
Dec 2021-Jan 2022	Town Clerk to prepare report. Meeting to be called once the report is prepared.
January 2022 update	See report to meeting of EA Committee
Oct to Dec 2023	Commence building work TBC
Jan to Mar 2025	Open new cemetery TBC
5. Infant Burial Area (TB)	
January 2022	This project is ahead of schedule. The area has been planned by the Outdoor Services Manager and a quote has been obtained for the work
Apr to Jun 2022	Plan infant burial area
July to Sep 2022	Implement infant burial area
Potential projects for prioritisation and timetabling	
<ul style="list-style-type: none"> - Rewilding and tree planting programme. January 2022 update: have identified sites for 30 replacement and additional trees. Identified 150 metres of council boundaries suitable for hedge planting. Town Council is not responsible for grass verges on the highway. - Annual programmes for: cemetery improvements, major arboricultural works (inc. date of next major survey), vehicles/equipment replacement dates, street furniture. 	

1. Green Projects	
Oct to Dec 2020	Cllr Andrew Coveney & Anne Smart to liaise with takeaway establishments regarding climate emergency. Invite experts to discuss.
Oct to Dec 2021	Promote small financial awards programme for environmental initiatives especially in relation to schools, to include biodiversity initiatives (inc. competition) Biodiversity competition was launched over the summer, showcasing biodiversity in action from residents and organisations sharing gardens, shared spaces from residents. Judging to commence shortly, with the announcement of the winners and prize giving ceremony to be hosted by the Mayor in December at the County Hall Museum.
Apr to Jun 2022	Environmental Awareness Day – requires proposal for November 2021 meeting to include format, date, budget etc - To be included as a theme within the Green Forum. - Suggested date, to be confirmed: 23 April or 30 April 2022.
October 2021 update	Cllr Cheryl Briggs to take over from Cllr Coveney (see Oct to Dec 2020 note). Date of project to be put back to 2022. Update at January 2022 meeting.

2. Plastic-free town initiative	
Jan to Mar 2021	Work with ACC regarding the plastic free town initiative with the objective that shop and market retailers use no plastic or polystyrene. Commence this work with an audit of retailers
Apr to Jun 2021	Agree and implement measures and incentives to achieve the objective that shop and market retailers use no plastic or polystyrene. Pop-up to promote reusable cups took place 29 May 21
June 2021 review	Cafes audited. Most retailers do not now use polystyrene. Work delayed due to Covid but next steps and proposal to be considered at July mtg
October 2021 update	Use of single use plastic in relation to activity on the Market considered by Community Committee (as service ctte), at its September 2021 meeting – The report of the Community Services and Events Officer on the single use plastics policy on the Market Place was noted. The Community Services and Events Officer noted the delay in rolling out the new policy due to the pandemic and health and safety concerns over reusing items. The policy was now being introduced in consultation with market traders. Report to a future meeting to consider the position regarding plastic-free initiatives beyond the Market Place
3. Biodiversity plan	
Apr to Jun 2021	Commence work on a biodiversity plan for the town council.
June 2021 review	Plan discussed ctte April 2021 and rescheduled adoption. Link to the Green Spaces Plan (Neighbourhood Plan). Approach a volunteer to assist in this area
Jan to Mar 2022	Adoption of biodiversity plan
Oct 2021 update	Work has commenced and we should be able to keep to the timetable for a biodiversity plan to be adopted in March 2022. Report due to committee in November 2021.
January 2022 update	See report to meeting of EA Committee together with budget proposal.
Potential projects for prioritisation and timetabling	
<ul style="list-style-type: none"> - Ensure actions and decisions are in line with and partner the Neighbourhood Plan and relevant Local Plan work. - Be ready to be a pilot town for innovative green schemes which may emerge, noting that this will require flexibility in relation to this section of the Forward Plan. - Council to allocate responsibility re speed awareness and pushing forward on the 20 mph speed zone policy - latter now with OCC. 8.11.21: update provided to Traffic Advisory Committee. To remove from Forward Plan for this committee and add to Town Infrastructure Committee for updates from TAC 	

Policy

7. **Draft 2022-23 budget**

To receive and consider a [report](#) and [appendix](#) from the Deputy Town Clerk / RFO on the draft budget for 2022-23.

8. **Biodiversity plan**

To receive and consider a [proposal](#) for the development of a biodiversity plan for Abingdon.

Operational

9. **Report from the Cemeteries and Outdoor Services Manager**

To receive a [report](#) from the Cemeteries and Outdoor Services Manager.

10. **Play equipment**

To consider a [report](#) from the Cemetery and Outdoor Services Manager on the future procurement of play equipment to inform future budget provision.

11. **New cemetery working party**

To receive an [update](#) from the New Cemetery Working Party, as requested at the meeting of the Environment and Amenities Advisory Committee on 19 October 2021 (EA13).

12. **Fisheries report**

To receive a [report](#) from the Cemeteries and Outdoor Services Manager.

13. **HM Land Registry - Local Council First Registration Pilot Project**

To consider a message received from HM Land Registry. This message is for information and no action is needed.

I am writing with an update on the first registration Pilot project proposed by the Public Sector Engagement Team. You will recall that the Pilot's aims are to inform the issue of Local Council registration and facilitate the future preferred method of lodgement and registration of Local Council land.

HM Land Registry recently reviewed its strategic intent for delivering a comprehensive register. With the immediate priority on providing greater capacity and flexibility in clearing the backlog of compulsory intake, I must inform you that the proposed Local Council Registration Pilot is postponed until Quarter 3 of financial year 22/23 at the earliest.

It remains our intent to invite you to join the Pilot project, having expressed a desire and intent to register your land holdings. This will not only inform the preferred method of registration of Local Council land but will provide an improved customer experience. The delay is regrettable but is necessary to enable us to dedicate nominated caseworkers to perform the Pilot project and engagement management from the outset.

HM Land Registry will continue to respond to your enquiries and will accept registration applications, but these will not be taken forward as a project for the time being. Any lodgement you make will be considered alongside other voluntary intake, noting that the immediate focus must be on urgent, compulsory applications.

In the interim, Kyle Robinson will be your point of contact for any enquires in the immediate future. Kyle can be contacted by email:

Kyle.Robinson@landregistry.gov.uk

14. **Publicity**

All meetings of the Council and its Committees are open to the press and the public and agendas, reports and minutes are published on the website. Members are requested to make suggestions to officers of items which may be publicised.

15. **Dates of future meetings**

The dates for future meetings of the Environment and Amenities Advisory Committee and items to be considered are:

- 8 March 2022
- 14 June 2022

16. **Exclusion of the public, including the press**

The Chair will move:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 (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.

Documents in relation to these items will be forwarded for members only.

SECTION II – Confidential

17. **Confidential Actions Register**

To consider progress on confidential resolved actions from previous meetings of this committee. Members are advised to review the confidential actions register report on Sharepoint before the meeting.

The law allows members of the public and press to record meetings of the Council and its committees. Should you wish to record at any meeting which is open to the public it is requested that you inform the Town Clerk of your intention to film or record before the day of the meeting, by emailing democratic@abingdon.gov.uk or telephoning 01235 522642.

For information, whilst this meeting is being hosted virtually using Microsoft Teams the Council will not be recording the meeting.

Note on Governance

On 29 September 2021 the Urgency Committee and the Town Council reviewed the emergency governance arrangements in place during the current phase of the Covid-19 pandemic.

The council's committees continue to meet on-line as advisory committees.

The recommendations of each advisory committee are then considered by the next meeting of the town council. The town council is conducted as a hybrid meeting with those members physically present at the meeting able to vote and make decisions but with the option also for members to attend on-line, in which case they can speak but not vote. The emergency arrangements will be reviewed regularly and at each council meeting.