



# ABINGDON-ON-THAMES TOWN COUNCIL

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## Community Advisory Committee Tuesday 1 March 2022 AGENDA

**Date of agenda: 24 February 2022**

To: All Members of the Community Advisory Committee

Cllr Rawda Jehanli	Chair
Cllr Andy Foulsham	Vice-Chair
Cllr Andrew Coveney	
Cllr Neil Fawcett	
Cllr Alex Greenaway	
Cllr Eric de la Harpe	
Cllr Pat Lonergan	
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 **Community Advisory Committee** to be held on **Tuesday 1 March 2022 at 7pm.**

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. 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](mailto:democratic@abingdon.gov.uk) and you will be sent the relevant link on the day of the meeting.

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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](mailto:democratic@abingdon.gov.uk).

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

Any queries on the agenda should also be directed to me.

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 Including the Press)**

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 receive, consider and recommend to the Town Council that the draft notes of the meeting of the Community Advisory Committee of [21 December 2021](#) be agreed as a correct record, to be signed by the Chair.

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 to the Town Clerk no later than 7pm on Monday 28 February 2022. This may either be by letter to the address above or by e-mail to [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

6. **Forward Plan**

The Forward Plan was approved by Full Council on 27 January 2021.

<b>Integrated Youth Support Project</b>	Oct to Dec 2020	Work on youth strategy review with budget bid of £30,000-BUDGET BID AGREED
	Jun 2021 – review	Proposal for Integrated youth support project to include Youth Council terms of reference and release of funding Comm Services July 21
	Apr to Jun 2022	Commencement of Youth Council
	Dec 2021 update	Terms of reference amended to allow steering group access to funding prior to the set-up of the youth council.

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	March 2022 update	Annual report presented to the committee (agenda item 8). The partnership will also be deliver a presentation to the town council meeting on 30 March 2022.
<b>Platinum Jubilee</b> (agenda item 10)	Apr to Jun 2021	Agree draft plans for Platinum Jubilee
	Jun 2021 – review	Platinum Jubilee Working Group has been established and plans now need to be taken forward
	Oct to Dec 2021	Finalise timetable for Platinum Jubilee
	Apr to Jun 2022	Platinum Jubilee
<b>Bandstand project</b>	Jan to Mar 2021	Consider bandstand project
	Nov 2021 update	Bandstand project working group has been meeting and update provided to Community Advisory Committee 9.11.21
	Dec 2021 update	Working Group met 30.11.21, Properties Officer looking for advice on pre-planning and flood risks with the Vale of White Horse District Council and the Environment Agency.
	March 2021	Update provided to committee (agenda item 11)
<b>Communications review</b>	Jan to Mar 2021	Complete communications review
	Dec 2021 update	Communications review reported on 9.11.21. Style guide adopted by Council 1.12.21
<b>Climate Emergency: Market Place</b>	Apr to Jun 2021	Consideration of environmentally friendly measures to address the climate emergency in relation to Market Place events.
	Jul to Sept 2021	Completion and implementation of environmentally friendly measures to address the climate emergency in relation to Market Place cafes and commercial markets
	Nov 2021 update	Implementation delayed due to Covid pandemic. The terms and conditions for hiring the Market Place are being considered and will incorporate some climate emergency measures.
	March 2022 update	Delayed due to workloads of officers

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<b>Council events</b>	Oct to Dec 2021	Accessibility audit in relation to council events
<b>Corporate Branding</b>	Oct to Dec 2022	Branding improvements - report to committee with a view to agreement and implementation
<b>Christmas Lights</b>	Oct to Dec 2021	Assess need for Christmas lights earmarked reserve. To be considered at a future meeting.
	Dec 2021 update	Committee resolved that working group would continue
<b>Museum: temporary exhibitions programme</b>	Jan to Mar 2022	Morland; A family business
	Apr to Jun 2022	The Platinum Years in Abingdon
	July to Sept 22	The Abingdon Ichthyosaurs - Grendelius by Megan Jacobs
	Oct to Dec 22	Kate Hammersley - Common Ground
	Jan to Mar 23	Planes Trains and Automobiles - RAF Abingdon , GWR, MG.
	July to Sept 23	Abingdon's Lost Monuments
	Oct to Dec 23	Abingdon Quilters
<b>Museum: digital projects</b>	Jan to Mar 22	Women of Abingdon
	Apr to Jun 22	Town Twinning / Platinum Jubilee Youth and Elderly oral history project
	July to Sept 22	South Asian History month - Couldrey India paintings and poetry - Festival Archaeology
	Oct to Dec 22	Black History Month - Museum at night – Hallowe'en
<b>Museum: events</b>	Apr to Jun 22	Jubilee day event derived from Youth & Care home project
	July to Sept 22	Festival of archaeology
	Oct to Dec 22	Museum at Night
<b>Museum: accreditation</b>	Oct to Dec 21	Policies to be approved by museum governing body prior to Accreditation. DS/EB to finalise museum forward plan.
	Jan to Mar 2022	Adjusted Accreditation deadline 1st April 2022 - full accreditation now lasts 5 years
	Oct to Dec 23	Accreditation submission work (expires Jan 2024) New lift complete (subject to grants etc)

7. **Actions Register**

To consider progress on [resolved actions](#) from previous meetings of this committee. Actions on the agenda should not be discussed under this item.

8. **Annual grant recipients**

To receive and consider annual reports from the following recipients of base budget annual grants:

1. [Be Free Young Carers](#)
2. [The Abingdon Bridge](#)
3. Citizen Advice Bureau
  - a. [Report](#)
  - b. [Report of trustees and financial statement](#)
4. [Christ's Hospital \(Albert Park\)](#)
5. [Youth Strategy partnership – The Abingdon Bridge & Abingdon DAMASCUS](#)
6. Abingdon Carousel
  - a. [AGM report for July 2021](#)
  - b. [Profit and loss report to July 2021](#)
  - c. [Attendance data](#)
  - d. [Balance sheet to July 2021](#)

9. **Grant applications**

To consider grant applications received from:

- Abingdon Concert Band
- ATOM Festival
- Oxfordshire Play Association (OPA)
- The Friends of Abingdon Civic Society

Details are provided in the [report](#) of the Deputy Town Clerk

10. **Platinum Jubilee working group**

To receive and consider the notes of the Platinum Jubilee working group meetings of [20 January 2022](#) and 15 February 2022. The notes of the first meeting have been placed in Sharepoint. The meeting on 15 February 2022 was adjourned and no decisions were taken before the adjournment so there are no notes of that meeting.

11. **Bandstand working group**

To receive and note the following update from the working group:

Since the last report the Properties Officer has spoken to both the District Council's Pre-Planning team and the Environment Agency (EA) regarding pre-planning advice about the bandstand in our preferred location.

The district council requested that a pre-planning application form be submitted (they will then be able to determine the likelihood of planning permission being granted and be able to advise what will be required to ensure our application is successful).

The EA provided guidance regarding the council's preferred site being within a zone 3 flood zone (although 8 metres away from the river, which is favourable), stating that the design and construction of the bandstand will need to take this into account - both in material and design – e.g. drainage holes, stilts, bricks as opposed to wood.

On receipt of the pre-planning application form, the district council will automatically ask the EA for their comments.

An outline design will need to be submitted with the pre-planning application form and the working party are now commissioning an architect to draw suitable plans to submit with the form. The Town Clerk has agreed that this is a pragmatic next step, and that the costs can be paid from existing budgets.

12. **Noticeboards**

To receive and consider a [report](#) from the Town Clerk.

13. **Museum service update**

To receive and consider a [report](#) from the Museum Manager regarding the museum service, including the [forward plan](#) and [action plan](#).

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. **Town Crier**

To note the spring edition of the Town Crier and to consider the schedule for future editions.

16. **Dates of future meetings**

The date for the next meeting of the Community Committee is:

- 7 June 2022

17. **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 to members only.

18. **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.

19. **Guildhall Management Arrangements**

To receive and consider a report from the Properties Officer.

20. **Hot food vendor licence**

To receive and consider a report from the Town Clerk

21. **Matters arising**

A verbal report from the Chair, Cllr Rawda Jehanli.



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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](mailto:democratic@abingdon.gov.uk) or telephoning 01235 522642.

### **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.