



# ABINGDON-ON-THAMES TOWN COUNCIL

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## Community Committee Tuesday 12 July 2022 Draft Minutes of meeting

Present in person:  
Cllr Cheryl Briggs  
Cllr Neil Fawcett  
Cllr Pat Lonergan

In attendance in person:  
Andy Crick  
Paula Lopez

Community Services and Events Officer  
Locum Deputy Clerk (clerk to the meeting)

In attendance online;  
Cllr Samantha Bowring

### SECTION I (Open to the Public Including the Press)

#### C16/22 To elect a Chair for the 2022-2023 Municipal Year

Cllr Fawcett was nominated to step up from Vice Chair to Chair as there were no other nominations. It was **proposed** by Cllr Briggs, **seconded** by Cllr Lonergan, and **RESOLVED that**, Cllr Fawcett step up as Chair of this committee.

This being approved Cllr Lonergan was nominated as Vice Chair. It was **proposed** by Cllr Briggs, **seconded** by Cllr Fawcett, and **RESOLVED that**, Cllr Lonergan be Vice Chair for the Municipal Year 2022-2023.

#### C17/22 Apologies

Apologies were received from The Mayor, Cllr Foulsham and Cllr Rawda Jehanli. Cllr Andrew Coveney, Cllr Alex Greenaway and Cllr Lorraine Oates were not present.

C18/22 **Declarations of interest**

There were no declarations of interest.

C19/22 **Statements and Questions from the Public**

There were no members of the public in attendance.

C20/22 **Minutes**

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Briggs, **that**, the draft notes of the meeting of the Community Advisory Committee of 7 June 2022 be **AGREED** as a correct record and would be signed by the Chair.

C21/22 **Matters arising**

Cllr Lonergan raised the matter of the number of chairs advised for the cafés on the Market Pace, Cllr Lonergan to liaise with the Community Services and Events Officer on this.

C22/22 **Forward Plan**

The Forward Plan was discussed and updated.

<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 2022 update	Update provided to committee
	June 2022	Cllr Halliday reported that the Bandstand Working Party (Cllrs Halliday and Jehanli, plus two residents with expert knowledge) had identified two potential sites. The Council's Properties Officer had consulted the Environment Agency and the Vale of White Horse District Council who had confirmed that both sites were viable, and that they would be able to give more detailed feedback on receipt of a pre-application planning application. The Town Clerk, at the recommendation of the Working Party, had placed a small contract on a local firm of architects to prepare two outline designs to accompany the

Community Committee 12 July 2022  
DRAFT MINUTES

		<p>pre-application submission. The architects were currently working to prepare these designs and would help present them to the District Council's planning team. Should a favourable report then be received, the Working Party planned to use the outline plans to illustrate presentations and printed literature for subsequent display to both potential sponsors and the residents of Abingdon. In summary : it was reported that the project is proceeding along a planned trajectory and the Town Council funds are being used to prepare the evidence base with which to maximise external sponsorship income."</p> <p>12 July 22 - Cllr Fawcett advised that the Working Party were dealing with this and would need a design before costings could be considered.</p>
<b>Communications review / Corporate branding</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
	June 2022 update	Follow up meeting of the communications working group to be arranged by officers
	July 2022	A new date needs to be set for the Communications Working Party.
<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
	June 2022 update	Delayed due to workloads of officers
	July 2022	It was felt that there was a need to prioritise these items.

Community Committee 12 July 2022  
DRAFT MINUTES

<b>Council events</b>	Oct to Dec 2021	Accessibility audit in relation to council events
	June 2022 update	Delayed due to workloads of officers
	July 2022	The Community Service & Events Officer was still looking at this. The Locum Deputy Clerk suggested that community groups are approached and asked to become involved in this.
<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
	June 2022	Cllr Halliday reported that the Working Party (Cllrs Halliday and Clifton) were working with the officers to prepare a detailed specification about the installation of the Town's Christmas lights and that the intention was that this would form an annex to a tender to be issued in the near future to both the Council's current supplier and other potential suppliers. The Officers plan to issue the tender very soon so that the installation of the Remembrance Day/Christmas lights in October/November/December is clearly specified and an order is then placed to ensure that the 2022 Christmas lights display maintains the standard of previous years.
	July 2022	The Working Party which consists of Cllr Halliday & Cllr Clifton should be left to deal with the detail of the lights this year. Members felt that the Christmas lights posed no serious problems for wildlife.
<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

Community Committee 12 July 2022  
DRAFT MINUTES

<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)
	June 2022 update	Accreditation submission completed (see agenda item 11)

July 2022 – Members thanked the museum manager for his work on these items.

**C23/22. Actions Register**

Members considered progress on actions and had no issues to raise.

**C24/22 Notice Board in the Market Place**

The report from the Community Services Manager was considered and it was **AGREED** that the Community Services Manager should speak with the owners of R&R café in the Market Place to understand whether the objection was major or minor and that an informal consultation should take place with other users of the Market Place such as the Monday Market, the Farmers' Market and businesses near the site and bring this to the next meeting in September 2022.

C25/22 **Community Grant applications**

Grant applications were considered from:

- The Friends of Carswell Community Primary School

It was **proposed** by Cllr Lonergan, **seconded** by Cllr Fawcett, and **RESOLVED** that, a grant of £4,000 be **APPROVED** and **that**, this be referred to the Finance, Governance and Asset Management Committee to see if they had any more money which the Town Council could grant.

The Locum Deputy Clerk advised members how the powers to approve grants worked and monies available under LGA 1972, S.137 and are also subject to the agreed budget.

<b>Name of Applicant</b>	<b>Purpose of grant, as summarised in the grant application</b>	<b>Grant awarded</b>
The Friends of Carswell County Primary School	FOCS are seeking funding to replace the AstroTurf with new materials which will last for years to come. Grant requested £10,000.	<b>A grant of £4,000 was awarded.</b>

The above grants were made in pursuance of the Council's powers, as noted in column one, as follows:

- (a) Local Government Act 1972, section 137

C26/22 **Museum Service**

The report was considered by members and **APPROVED**.

C27/22 **Town Crier**

The Community Service and Events Officer apologised that he had been unable to produce a report for this meeting due to workloads but that he had a plan for the next edition which he was working on this week for the September edition.

Members requested that the Communication Working Party produce a plan for future editions to be brought to the meeting in September 2022.

C28/22 **Finance Report**

The finance report was considered by members.

It was **proposed** by Cllr Fawcett, **seconded** by Cllr Lonergan, and **RESOLVED that**, the management accounts are **APPROVED**.

C29/22 **Future Agenda items**

**September**

Notice board in the Market Place – Consultation with users of the space.  
Plan for future editions of the Town Crier.  
Update from the Communications Working Party.  
Event accessibility audit.

**November**

Bandstand  
2023 Summer and Christmas events.  
Youth strategy.

**February**

The Working Party to provide a review of Christmas lights.

These items were **AGREED** by all members present.

C30/22 **Dates of future meetings**

The date for the next meeting of the Community Committee was noted as 6 September 2022.

The meeting closed at 8.50pm