



# ABINGDON-ON-THAMES TOWN COUNCIL

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## Environment and Amenities Committee

3 August 2022

### DRAFT MINUTES

Present:

Cllr Gabby Barody  
Cllr Jim Halliday  
Cllr Cheryl Briggs  
Cllr Margaret Crick  
Cllr Lorraine Oates

Chair  
Vice-Chair

In attendance:

Paula Lopez

Locum Deputy Clerk

### SECTION I - Open to the public and media

#### E69/22. To elect a Chair and Vice Chair for the 2022-2023 Municipal Year

It was **proposed** by Cllr Halliday, **seconded** by Cllr Crick, and **RESOLVED** that Cllr Barody be appointed Chair for the Municipal Year 2022-2023.

It was **proposed** by Cllr Oates, **seconded** by Cllr Crick, and **RESOLVED** that Cllr Halliday be appointed Vice Chair for the Municipal Year 2022-2023.

#### E70/22. Co-option of Anne Smart to this committee

It was **proposed** by Cllr Oates, **seconded** by Cllr Crick and **RESOLVED** that, Anne Smart be co-opted to this committee.

**E71/22. Apologies**

Apologies were received from The Mayor, Cllr Andy Foulsham, Cllr Helen Pighills, and Cllr Samantha Bowring. Cllr Rawda Jehanli was not in attendance.

**E72/22. Declarations of interest**

There were no declarations of interest.

**E73/22. Terms of Reference**

It was **proposed** by Cllr Barody, **seconded** by Cllr Briggs and **RESOLVED** that the Terms of Reference for this committee be ACCEPTED.

**E74/22. Minutes**

It was **proposed** by Cllr Barody, **seconded** by Cllr Oates and **RESOLVED** that, subject to the removal of the text in red, the notes of the meeting of the Environment and Amenities Advisory Committee of 8 March 2022 be signed by the Chair as a correct record.

**E75/22. Matters arising**

There were no matters arising.

**E76/22. Statements and Questions from the Public**

None.

**E77/22. Forward Plan**

The Forward Plan was considered and updated.

<b>1. Community Woodland (TB/NW)</b>	
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	Budget now needs to be agreed.
February 2022	Landowner approached by council's agent; awaiting further advice.
Apr to Jun 2022	Commence work

Environment and Amenities Committee, 3 August 2022  
DRAFT MINUTES

July 2022 update	Land acquisition being progressed, Town Clerk to chase and report further.
Oct to Dec 2022	Planting
<b>2. Review of play areas (TB)</b>	
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
February 2022 update	Play area working group established, meeting originally to be arranged for late March 2022.
July 2022	<p>Outdoor Services Manager reports: Has considered each of the play areas in turn and will come the appointed working group which will include the following proposals:</p> <p><u>Boxhill and Chilton</u> – recently improved so no proposals</p> <p><u>Caldecott Recreation Ground</u> – improving play value for those aged up to 11 within the enclosed park whilst providing activities for those older, in the adjacent area. The activities would include a pendulum basket swing and a hurricane swing. There would be scope to further extend in the future as it is a large with potential. Adult fitness equipment will be installed shortly.</p> <p><u>Chauterill Way</u>- propose extending the enclosed area with a <a href="#">basket swing</a>, two DDA compliant roundabouts - <a href="#">simulator roundabout</a> and <a href="#">inclusive wheelchair roundabout</a>. Outside the play park, adjacent to the trees – toddler area with items which include interactive panels, balancing mushrooms/ logs, talking flower tubes and picnic table. Often young families visit this park.</p> <p>Masefield Crescent – tall multi-play climbing unit to take advantage of the site’s elevated position.</p>
<b>3. Tree Survey (TB)</b>	
Apr to Jun 2022	Commission tree report
Apr to Jun 2024	Commission tree report
February 2022 – contractors and staff continue to address the works identified. Contractors are behind schedule with 43% of work, by value, done.	
July 2022 update – next survey to be commissioned once currently outstanding works are completed. Further update on amount of works completed (%) for September meeting.	
<b>4. New Cemetery (NW&gt;VM)</b>	

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; 7) Dialogue with the District Council continue during this period so that proposals can be informed. Further meeting due with VWHDC June 21
February update	2022 Feasibility study scoped and contract awarded. Work on feasibility study taking place in April 2022 – see update on agenda for meeting of 8 March 2022
July 2022	The external consultants, CDS, are making good progress and submitting regular updates - the original timetable has slipped slightly as they required detailed information. Draft report now received for consideration by working group.
Oct to Dec 2023	Commence building work TBC
Jan to Mar 2025	Open new cemetery TBC
	<b>The above is on the Actions Register.</b>
<b>5. Infant Burial Area (TB)</b>	
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 – planning work completed
July to Sep 2022	Implement infant burial area – quotes to be obtained
<b>The above is on the Actions Register.</b>	
<b>Potential projects for prioritisation and timetabling</b>	
<ul style="list-style-type: none"> <li>- Rewilding and tree planting programme.</li> <li>- 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. March 2022 update – please see report at item 10.</li> </ul>	

- Annual programmes for: cemetery improvements, major arboricultural works (inc. date of next major survey), vehicles/equipment replacement dates, street furniture.

<b>1. Green Projects</b>	
Oct to Dec 2020	Cllr Andrew Coveney & Anne Smart to liaise with takeaway establishments regarding climate emergency. Invite experts to discuss. met with all establishments Anne to update – theme of green forum
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 form 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. Update March 2022: being considered and taken forward by the Green Forum. Update at meeting in July 2022.
October 2021 update	Cllr Cheryl Briggs to take over from Cllr Coveney (see Oct to Dec 2020 note) and work with Anne Smart in relation to work with “takeaway” establishments. Date of project to be put back to 2022.
March 2022	Anne Smart updated meeting on the survey which she undertook with Cllr Cheryl Briggs re survey on takeaway establishments
July 2022 update	Abingdon Learning Trust (ALT) organised a climate change event where three schools (Fitzharrys, Rush Common and John Mason) showcased their ideas for reducing carbon emissions, promoting biodiversity, shared community spaces and active travel. This event took place at the Guildhall on the 5 <sup>th</sup> July 2022. ALT would like this to become an annual event. As agreed the Town Council paid for the room hire.
<b>2. Plastic-free town initiative</b>	
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
<b>3. Biodiversity plan</b>	
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.
July 2022 update	See report under agenda item 12
<b>Potential projects for prioritisation and timetabling</b>	
<ul style="list-style-type: none"> <li>- Ensure actions and decisions are in line with and partner the Neighbourhood Plan and relevant Local Plan work.</li> <li>- 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.</li> </ul>	

## E78/22. Actions Register

The Actions Register was updated.

### E79/22. Green Forum

The Committee received and considered the report from the Chair of the Green Forum.

The Chair, Cllr Barody, thanked Anne Smart and Lucille Savin for their work and the positive impact on the Community.

### E80/22. Finance Report

It was **proposed** by Cllr Barody, **seconded** by Cllr Halliday and **RESOLVED** that, the report of the Town Clerk/RFO was noted and this, including the management accounts for the period 1 April – 30 June 2022, be **APPROVED**.

## Policy

### E81/22. Biodiversity plan

- i) The Committee received and considered a report from Cllr Barody on the Biodiversity Plan.

It was **proposed** by Cllr Barody, **seconded** by Cllr Oates and **RESOLVED** that, the proposed Biodiversity Plan for the town of Abingdon-on-Thames be **AGREED**.

- ii) Cllr Barody introduced the schools competition and advised the closing date for the competition will be 31 October 2022. Prizes will be awarded by the Mayor later in the year.

### E82/22. Report from the Cemeteries and Outdoor Services Manager

The report from the Cemeteries and Outdoor Services Manager was **NOTED**.

### E83/22. New cemetery working party

The Chair of the new cemetery working party, Cllr Halliday, updated the committee on its work, which was **NOTED**.

**E84/22. One Planet Abingdon CEC – Interim Report**

The Interim Report from One Planet was **NOTED**. It was also **noted** that the future use of the basement in County Hall by the One Planet was discussed at the recent Finance, Governance and Asset Management committee where it was agreed that their license be extended for 12 months. Minute F28/22 26 July 2022 refers.

**E85/22. Dates of future meetings**

The date of the next meeting of the Environment and Amenities Committee was **noted** as 13 September 2022.

**E86/22. Exclusion of the public, including the press**

The Chair moved 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.

## **SECTION II – Confidential**

**E87/22. Confidential report of the Cemeteries and Outside Services Manager**

The committee received and considered the confidential report from the Cemeteries and Outside Services Manager. The report was noted and members asked that further information be brought to the next meeting on 13 September 2022.