



ABINGDON-ON-THAMES TOWN COUNCIL

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Environment and Amenities Committee

5 October 2022

DRAFT MINUTES

Present in person:

Cllr Gabby Barody
Cllr Jim Halliday
Cllr Samantha Bowring
Cllr Helen Pighills

Chair
Vice-Chair

In attendance in person:

Nigel Warner
Paula Lopez
Tim Badcock
Nadine Matough

Town Clerk
Locum Deputy Clerk
Cemetery and Outdoor Services Manager
Sustrans

In attendance online;

Cllr Cheryl Briggs
Cllr Rawda Jehanli

The meeting opened at 7:05pm

SECTION I - Open to the public and media

E88/22. **Apologies**

Apologies were received from The Mayor, Cllr Andy Foulsham, Cllr Margaret Crick, Cllr Lorraine Oates and Anne Smart

E89/22. **Declarations of interest**

There were no declarations of interest.

E90/22. **Minutes**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Barody and **RESOLVED** that, the minutes of the meeting of the Environment and Amenities Committee of 3 August 2022 be signed by the Chair as a correct record.

E91/22. **Matters arising**

There were no matters arising.

E92/22. **Statements and Questions from the Public**

Nadine Matough from Sustrans talked through her presentation on a proposal and costings for an Abingdon Active Travel Map. The presentation is available on request.

Cllr Halliday asked,

- whether Sustrans had consulted with organisations dealing with disabilities such as colour blindness
- asked that the PCSO's as stakeholders would be consulted
- whether there would be a QR code on the map
- that only generic software would be used that the map could be revised by another company should this be needed in the future.

These were all confirmed.

E93/22. **Proposed Sustrans cycle and pedestrian map**

Members thanked Nadine for her presentation and a discussion took place.

It was **proposed** by Cllr Barody, **seconded** by Cllr Halliday and **RESOLVED** to, **RECOMMEND** to the Finance, Governance and Asset Management Committee (FGAM) to **ACCEPT** the project.

Cllr Bowring abstained.

It was further **proposed** by Cllr Barody, **seconded** by Cllr Halliday and **RESOLVED** to **RECOMMEND** to FGAM that they consider that the cost of up to £3,300 be allocated from the Community Woodlands/Green small projects budget which they hold.

Cllr Bowring voted against this motion and stated that whilst she was not against the concept of the map, she felt it was not something for this committee to vote on.

E94/22. **Forward Plan**

- i) The Forward Plan was considered and updated.
 - a) It was **proposed** by Cllr Barody, **seconded** by Cllr Halliday and **RESOLVED that**, the Community Woodland Working Party be resurrected with 2 councilor members and 2 non-councilor members.
 - b) Review of play area -
The Cemetery and Outdoor Services Manager was asked to circulate his proposals for equipment to be installed in the Caldecott Rec by email with a deadline for comments - this would allow this scheme to proceed immediately. He was also asked to prepare a detailed costed plan and timetable for all the Town Council's play areas, taking into account the suggestions and comments that had already been submitted by ward members – thereafter the working party to meet with the locum project manager and the Cemetery and Outdoor Services Manager to review the proposals and whether existing CIL funds could be used.
- ii) The Forward Plan items for consideration for the next budget, 2023-2024 were highlighted as, Playground upgrading, Green Forum, and Allotments. To be discussed at the next meeting.

E95/22. **Actions Register**

The Actions Register was updated.

E96/22. **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 – 31 August 2022, be **APPROVED**.

E97/22. **Budget Planning 2023-2024**

The Chair asked that members submit budget bids to the next meeting.

E98/22. **Green Forum**

The Committee received and considered the report from Anne Smart, the Chair of the Green Forum, this was read out by Cllr Barody in Anne's absence. The report was noted.

It was **AGREED** that the possibility of a Town Council reusable cups for events should be revisited.

E99/22. **Report from the Cemeteries and Outdoor Services Manager**

The committee received the reports from the Cemeteries and Outdoor Services Manager:

12a – Works team activity report.

This report was **noted**, the committee thanked the Cemeteries and Outdoor Services Manager for his and his teams work in what had been a busy time.

12b – Cemetery benches report.

The committee endorsed the recommendations in the report.

12c – Ashes interments report.

If was **proposed** by Cllr Halliday, **seconded** by Cllr Barody and **RESOLVED that**, Option 2 highlighted in the report should be adopted and that these fees be included in the published fees schedule and so be reviewed annually.

It was **AGREED** to look at options for extended periods at the next meeting. The Cemeteries and Outdoor Services Manager was asked to propose options and fees for scattering of ashes which takes into account the cost of burial and fees charged at other cemeteries.

E100/22. **Working Parties**

The current working parties were confirmed as,
Community Woodland
Play Areas
New Cemetery

E101/22. **Update from the Cemetery Working Party**

Cllr Halliday gave an update. The working party were awaiting an updated Cemetery Feasibility Assessment Report.

Cllr Bowring asked that a final decision be made on whether the new cemetery was proceeding as soon as possible so this could be included in the budget.

Cllr Halliday was hopeful that this would be something that could be decided once the commissioned report had been completed in full given its robust brief.

E102/22. **Future Agenda Items**

Consider extended periods for Ashes Internments.
Budget Planning 2023-2024
Update from the Community Woodland Working Party
Review of Play Areas

E103/22. **Dates of future meetings**

The date of the next meeting of the Environment and Amenities Committee was **noted** as 15 November 2022.

E104/22. **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.

This was voted for unanimously.

SECTION II – Confidential

E105/22. **Confidential Minutes**

The confidential minutes of the Environment and Amenities Committee of 3 August 2022 in the appendix were **APPROVED**.

E106/22. **Confidential Forward Plan**

The Confidential Community Woodland report and update was received and **NOTED**.

The meeting closed at 9:22pm