

ABINGDON TOWN COUNCIL

Report to	Environment, Amenities and Infrastructure committee
Meeting date	17th November 2025
Report author	Tim Badcock
Agenda item	7

Cemetery & Outdoor Services Managers Report

1. Purpose of the Report

1.1 To update members on the activity of the works team.

2. Summary

2.1 Our small team have been busy maintaining the towns open spaces and facilities. Carrying out seasonal tasks and completing larger projects where possible.

3. Action required and recommendations

3.1 Members are requested to note the report.

4. Link to strategic plan and objectives

4.1 The team's work since the last meeting has impacted positively on the councils four key objectives.

5. Background

5.1 The council employs a team of 5 operatives managed by myself to provide direct services. We're currently employing an agency worker to assist with the workload.

6. Key information and options

6.1 Activities:

- Maintenance of flower beds and tubs
- Preparing beds for winter bedding planting
- Grass cutting the town councils various parks, gardens, cemeteries and open spaces

Agenda item 7

- Regular inspection, litter picks and maintenance of play parks and council land
- Play Park/equipment rectifications following vandalism and inspection
- Hedge cutting
- Weekly Market Place deep cleans and cleaning pigeon mess at County Hall
- Graffiti removal
- Cemetery interments and enquiries
- Tree works
- Maintenance tasks at Roysse Court, The County Hall, Cemetery and depot.
- Maintenance of bus shelters
- Relocation of speed awareness signs
- Members of the team have attended refresher training for access platforms and the use of harnesses.
- Preparation, installation of infrastructure and management of road closures for the Michaelmas fairs.

6.2 Fair operations – an overview of outdoor services team involvement

The Michaelmas fair preparation begins with the team delivering 2000 letters to residents, placing advance warning signs out in surrounding areas as far as Nuneham Courtenay and Southmoor to warn commuters of the upcoming delays and removing street furniture and floral displays.

When the fair is preparing to pull in, the team are implementing road closures, erecting signs on the various diversion routes, closing off various areas and removing bollards to open up other routes that are blocked for the rest of the year.

Many parts of our town centre and surrounding areas have been designed with this annual event in mind. Gates and bollards erected in strategic locations. Posts, street signage, bins and benches etc all carefully placed as not to interfere with the siting of the fair. Many structures are manufactured specifically to enable them to be removed for this purpose.

During the fair, the team are deployed in various locations to manage the road closures and advise residents and motorists how to best reach their intended destinations. Many varied enquiries are dealt with on the streets over the 3 days by our well-informed staff. All together helping with the smooth operation of the fair. Once the fair closes on the Tuesday evening, the team ensure the road is kept closed to provide a safe working area for the showmen and, as gradually the vehicles and equipment vacate, our street cleaning contractors carry out their work, and a staged reopening is managed by the team. Once we've opened the roads fully (normally around 5am) we bring in the various diversion routes and many, many truckloads of signage back to our storage yard located centrally in Stert Steet.

6.3 Market Place Noticeboard

The Market Place Noticeboard has now been delivered and is in storage whilst we await an installation date from our contractor.

Agenda item 7

6.4 **Equipment Update**

A replacement pick-up truck has been purchased and, along with the new electric panel van has had the Town Council crest and hi viz decals installed. These vehicles are now in service and performing well.

6.5 **Abingdon Flower Displays**

Winter Bedding

Winter bedding plants have been delivered to us, and flower beds and tubs have been prepared ready for planting. The team are, where possible, saving and overwintering some plants and tubers. This will eventually create a stock of plants that can be reused each year and reduce the need for reordering of certain plants.

7. **Climate change/green implications**

- 7.1 Some aspects of the works team activities will have an adverse effect whereas others have a positive effect.
- 7.2 All actions taken by the works team are carried out in a manner considerate of sustainability and environmental impacts

8. **Financial/budget implications**

None.

9. **HR implications**

- 9.1 No additional HR implications from this report.

10. **Supporting papers and appendices**

None.