



## Abingdon-on-Thames Town Council

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### Environment, Amenities and Infrastructure committee

Monday 8 June 2026, 7pm

Old Magistrates' Court, Guildhall

**These are draft minutes, subject to the approval of the committee and they may therefore change**

Present:

Cllr Gabby Barody

Cllr Elio Astone

Cllr Mark Giddins

Cllr Leo Midwinter

Cllr Colin Sanderson

Cllr Jim Halliday

Chair

Vice-Chair

Chair of the Finance, Governance & Asset Management  
Committee – ex-officio

In attendance:

Cherie Carruthers

Tim Badcock

Victoria Moore

Town Clerk/CEO

Cemeteries and Outdoor Services Manager

Project Manager: Property and Place

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

#### E1/26 **Apologies**

Apologies for their absence were received from Cllr Margaret Crick, Cllr Tom Greenaway, Cllr Andrew Skinner and Lucille Savin (co-opted non-councillor member).

#### E2/26 **Declarations of interest**

None.

### E3/26 **Terms of Reference**

The terms of reference as presented were noted. It was **proposed** by Cllr Giddins, **seconded** by Cllr Sanderson and **RESOLVED** to accept the committee terms of reference.

### E4/26 **Public participation**

There were no members of the public present at the meeting.

### E5/26 **Minutes**

The Committee received and considered the draft minutes of the meeting held on 9<sup>th</sup> February 2026.

Cllr Halliday wished to raise some follow up actions that he thought had been omitted from this meetings agenda, as follows:-

Minute E57/25: A soft plastics report should have been brought to the meeting, but this had not happened. The Town Clerk advised that there had been some miscommunication over this, as Officers had thought it required a verbal update. The Chair asked that an audit report be brought to the next meeting rather than it just being referenced on the actions register. The Project Manager: Property and Place had completed the audit report, and the Chair had seen the document. This would be brought to the September meeting.

Minute E59/25: Cllr Halliday thought it would be helpful to have an update on the Biodiversity Competition. The Chair advised that she would give a verbal update on this later in the meeting.

It was **proposed** by Cllr Barody, **seconded** by Cllr Astone and **RESOLVED** that the minutes of the meeting of the Environment, Amenities and Infrastructure committee of 9<sup>th</sup> February 2026 be confirmed as an accurate record of the meeting, to be signed by the Chair.

### E6/26 **Finance Report**

The committee received and considered a report from the RFO on the committee management accounts, and summary committee management accounts.

As of 30 April 2026, the committee's expenditure is £33,597 with committed spend of £86,188, totalling £119,785 (26.9%% of budget). Income received is £14,193 (14.8% of budget).

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Cllr Halliday raised an issue about the break-in to the allotments at the Wildmoor site, suggesting the Town Council should send its regrets. He wondered if the Allotment Association might wish to draw down some funding for recompense where necessary.

The Project Manager: Property and Place confirmed that she had already sent regrets on behalf of the Council and offered assistance within remit. She had also invited them to apply for further financial support via grant funding if required.

It was **proposed** by Cllr Barody, **seconded** by Cllr Halliday and **RESOLVED** to accept the management accounts.

## E7/26 **Green forum**

The committee received and considered the written report of Lucille Savin on the work of the Green Forum. There were no questions on the report. The committee formally noted thanks for her ongoing work.

A plan was in place to expand the forum's scope and hold regular meetings to better coordinate green projects in and around Abingdon. They will report back to the next meeting.

## E8/26 **Report from the Cemeteries and Outdoor Services Manager**

The committee received and considered the report on works undertaken by the Outdoor Services Team. The team had been busy with annual tasks like grass cutting and planting. They are currently understaffed, and recruitment had been challenging.

The report gave members updates on a request to use a bus shelter on Peachcroft Road as a noticeboard, festive lighting, the River Close Play area and the Chilton Close Flood container.

The COSM proposed installation of an actual noticeboard in the bus shelter and a discussion followed on whether this was in fact a good location. Members felt that more thought was needed and the four ward councillors for Peachcroft would discuss and suggest a suitable location, then consult with the COSM for costs, and this would be brought back to the next meeting for further consideration.

Members also felt some publicity on the Chilton Close flood container would be beneficial and the COSM commented that this was also a good example of collaborative working with OCC (who had funded it).

It was noted that festive lights updates should go to the Community Committee.

## E9/26 **Play Areas Improvement Update**

The Committee received a detailed report on play area improvements.

Upgrades (Box Hill & Caldecott): Equipment has been ordered for both sites to add equipment for a previously missing age group at Box Hill and replace an underused climbing frame at Caldecott.

### Chilton Close Play Area (Ninja Trail & Adult Gym):

Quotes were obtained to extend the ninja trail (£19,598.66) and add an adult outdoor gym (£12,000). The proposals were seen as good value and members were supportive of this.

It was **proposed** by Cllr Astone and **seconded** by Cllr Midwinter to note the report and it was **RESOLVED** to proceed with the extension to the Ninja fitness trail, incorporating four additional items, at a total cost of £19,598.66 and to add adult focused outdoor gym equipment to Chilton Close (separating it from the younger play area) with a budget of up to £12,000.

Cllr Midwinter advised that in Boxhill park, there was only one football goal, leading to children piling up school jumpers to create one at the other end. He thought that another goal would be beneficial.

It was **proposed** by Cllr Midwinter, seconded by Cllr Giddins and **RESOLVED** to get a quote for a MUGA wall incorporating a goal to be brought to the next meeting for approval. This would be funded from the earmarked reserve for play equipment, with the remainder being kept for renewal of safety surfaces.

## E10/26 **Cemetery Signage**

The COSM provided a verbal update to members on a proposal for welcome signs at the town's two cemeteries, including history, a map, and information on Commonwealth War Graves.

The price was just under £700 for one durable, vandal-resistant sign.

It was **proposed** by Cllr Halliday, **seconded** by Cllr Astone and **RESOLVED** to proceed with two signs, with designs to be presented at the next meeting.

## E11/26 **Bus Shelter Maintenance Report**

The Committee received and considered a report on bus shelter maintenance in the town. The shelters had been prioritised by usage and condition. Current set budgets were noted (£7,000 for repairs, £20,000 for replacements).

Shelters on Wotton Road and Oxford Road were highlighted as being in particularly poor condition.

"Green roofs" were discussed as an option for new shelters, but the cost and maintenance need assessment.

Materials like perforated steel and solar-powered lighting were suggested to reduce vandalism and improve safety.

It was **proposed** by Cllr Halliday, **seconded** by Cllr Astone and **RESOLVED** to obtain quotes for both typical and "green" shelters for a priority list, to be circulated before September for a decision. Repairs on the priority list would proceed within budget, pending quotes.

## E12/26 **Bus Usage Figures**

The Committee received and considered a report on bus usage figures. A review of usage figures up to May 23rd was inconclusive, as the data for the current year was incomplete.

A request was made to obtain a like-for-like data, for the same period, from the previous year to allow for a proper comparison of trends.

## E13/26 **SIDs Data Report**

A report from the Project Manager: Property and Place was received and considered by the Committee. Members asked for a location map of all signs, in both their A and B locations, and showing which direction is "inward" and "outward", to be brought to the next meeting and thought that it might be helpful to have the data on the percentage of drivers over/under the speed limit at each location. The purchase of an additional pole was also considered.

It was **proposed** by Cllr Astone, **seconded** by Cllr Halliday and **RESOLVED** that the additional data on drivers over and under 20mph on each location should be brought to the next committee meeting.

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It was **proposed** by Cllr Halliday, **seconded**, by Cllr Giddins, and **RESOLVED** that an additional pole should be purchased for Dunmore Road, at £2,339.99 plus VAT, with authority delegated to the Chair and Town Clerk/CEO to approve the quote.

#### E14/26 **Active Travel Map**

The Committee discussed processes to update the Active Travel Map. The existing map needs updating to include the new developments and routes in the town. An officer would locate the current map in digital form and work with Living Streets, Abingdon to identify new routes.

#### E15/26 **Publicity**

The following items are to be publicised:-

- River Close Play Area – to include an explanation of tree work plans, and why they are required.
- Chilton Close (to explain partnership working with OCC and how the Town Council was able to respond to the residents' needs)

#### E16/26 **Forward Plan**

Members reviewed the forward plan for the Committee.

- It was noted that the Community Garden had been running for 18 months and would be due for review at the next meeting;
- The EPCs This item was determined to likely belong to a different committee and would be investigated.

#### E17/26 **Actions Register**

The actions register was reviewed and updated. The following actions were missing:-

- Update when the next tree survey would be due;
- Add in biodiversity;
- Single/soft use plastics policy – add how the Council moves from A (no plastic from ATC) to B (no plastic used at Market and in Market Square; getting rid of plastic bags in shops).

E18/26 **Future Agenda items**

- Austen Place review
- Single use plastics policy
- SIDS

E19/26 **Dates of future meetings**

7 September 2026  
23 November 2026  
15 February 2027  
7 June 2027

The meeting closed at 8.47pm

Signed: \_\_\_\_\_

Date: \_\_\_\_\_