

**Environment and Amenities Advisory Committee 11 January 2022**  
**Item 6 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
11-Jun-19	A12	<p>SCATTERING OF ASHES</p> <p>It was resolved that funding from the cemetery improvement budget for 2019 / 2020 should be used to establish a new area for the scattering of cremated remains.</p> <p>Officers to look at establishing a new area for the scattering of ashes</p>	Cemeteries and Outdoor Services Manager	<p>4 Sep 19 - no area identified that would be suitable.</p> <p>9 Jun 20 - creation of new garden is in the programme of works to be carried out at a later date</p> <p>20 Jan 21 - Outdoor Services Manager is reviewing potential areas and will report back at a future meeting.</p> <p>10 Mar 21 - This is still being explored by the Outdoor Services Manager</p> <p>27.5.21 - no update</p> <p>14.10.21 – Cemeteries and Outdoor Services Manager has started ground work on the site with the Memorial Garden in Spring Gardens Cemetery.</p> <p>8.11.21 – work is ongoing. Trees and shrubs will be purchased shortly.</p> <p>6.01.22 - groundworks currently being undertaken. Planting under consideration. Anticipated completion 30 June 2022.</p>
26-Nov-19	A43	<p>TREE SURVEY</p> <p>Members resolved to use this year's budget and the ear marked reserve (£20K) to cover the three month period of work and to increase the 2020 / 2021 estimates by £25K (totalling £50K) for arboriculture to allow for the rest of the tree survey work to be undertaken.</p> <p>Complete work from tree survey</p>	Cemeteries and Outdoor Services Manager	<p>This work will be completed in 2020-21</p> <p>13 Jan 21 – contract has been awarded and plan of works to be considered at cttee meeting 20 Jan 21.</p> <p>20 Jan 21 – programme of works agreed by committee</p> <p>10.3.21 - contractor has been instructed to carry out work and an update is awaited.</p> <p>27.5.21 - contractor is working through the report as required.</p> <p>14.10.21 – the contractor continues to work through the report.</p> <p>6.01.22 – the contractor continues to undertake works in accordance with the report.</p>

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03-Dec-19		<p><b>BIODIVERSITY PLAN</b></p> <p>The committee raised concerns regarding the speed at which matters were able to be implemented taking in to account the severity and urgency of the climate emergency. A member updated the committee on recent initiatives by Henley Town Council which included the rapid appointment of a biodiversity officer. It was resolved that officers would contact Henley Town Council to find out further details and report back at the next meeting. Officers to contact Henley Town Council on recent initiatives regarding the climate emergency</p>	Community Services and Events Officer	<p>Oct-20: Community Services and Events Officer has contacted Henley Town Council regarding this and is awaiting a response. Jan 2021: Information received from Henley and sent to Chair. Henley Biodiversity officer invited to attend February meeting. 18.2.21: Agreed that the Outdoor Services Manager would be asked to lead a joint working party of the Green Advisory and Scrutiny Committee and the Amenities and Recreation Committee to produce an audit of what there is in Abingdon and preparing a plan for how this can be developed. REFERRED to Amenities and Recreation Committee to consider. 12.4.21: not yet considered by Amenities and Recreation Committee. 18.4.21: considered by GASC. John Killick presented a report. Agreed to establish a biodiversity competition for Abingdon. This will be listed a separate action below (2020-21, GR71) 28-July-2021: Biodiversity competition launched across social media, the website and the Town Noticeboards. End date: 31.8.21. UPDATE: end date for the competition extended to 30.9.21. 30.9.21 - UPDATE: There were 12 entries. LB working with Cllr Gabby Barody to compile a shortlist of winners and they will be contacted in due course. 18.10.21 - See report from Chair to meeting of EA Committee. 8.11.21: Biodiversity competition winners to be announced in December 2021. Biodiversity plan: Chair to provide a proposal to January 2022 meeting 6.01.22 update: report on agenda for this EA meeting.</p>
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24-Jun-20		<p><b>ALLOTMENTS</b>  Resolved in accordance with powers under the Small Holdings and Allotments Act 1908, the request from West End Allotment Association be approved and that an additional grant of £1,000 be awarded to improve land as set out in the application. The additional grant to be by supplementary estimate, this sum to be treated as an advance against the 2021-22 grant allocation and the matter reviewed during the budget setting cycle.</p>	Town Clerk	Paid 2020/21
20-Jan-21	A60	<p><b>BUDGET - MAJOR PROJECTS</b>  Cllr Bowring noted that it was important to schedule large projects like the cemetery to ensure that major projects did not clash with each other and were properly budgeted for. Early adoption of a plan would ensure that they can be delivered should another committee want to use officer resources at the same time. The Town Clerk had recently shared a detailed forward plan for the Committee's activities. Councillors to consider suggestions, to send any suggested alterations to the Chair and Town Clerk so that the plan could be discussed and agreed at the next meeting.</p>	All Committee Members	17.3.21: To carry on as a standing item.
17-Mar-21	A74	<p><b>PROGRAMME FOR REPLACEMENT AND NEW PLAY EQUIPMENT (FORWARD PLAN)</b>  17.3.21: Committee members had planned to visit play areas but this is not currently allowed. The Chair will email all Councillors to establish interest in inspections and to try to coordinate visits with the Outdoor Services Manager if possible.</p>	Cllr Jim Halliday	<p>June 2021 - review of play areas undertaken - see agenda for Amenities and Recreation Cttee of 9.6.21  October 2021 - two quotes received, one pending. Procurement should take place in November 2021 - report to meeting of 16.11.21: quotes received, being considered.  January 2022 update: Play equipment procured under delegated powers and chasing installation date for work at Boxhill and Chilton Close. Remainder of this year's budget will be utilised for outdoor fitness equipment for Caldecott and Chilton Close. See also separate officer report to EA Cttee meeting.</p>

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17-Mar-21	A83	<p><b>CHILTON CLOSE TREE PLANTING</b>  The committee received an update from the Outdoor Services Manager on the resurfacing of the footpaths and a request for further tree planting. It was agreed to consider options to be actioned in the Autumn as the current tree planting season ends shortly. Outdoor Services Manager to report to future meeting.</p>	Cemeteries and Outdoor Services Manager	<p>May 2021 - Cemeteries and Outdoor Services Manager met with A&amp;R Chair and identified possible location for planting. To report to meeting.  14.10.21 - Cemeteries and Outdoor Services Manager will be ordering trees shortly, a number of which will be for Chilton Close.  8.11.21 – COSM has inspected sites and will order trees as required. This will include Chilton Close.  6.01.22 update – Chilton Close work will be completed Spring 2022. See also Forward Plan in relation to overall position regarding tree planting.</p>
09-Jun-21	A12	<p><b>INFANT BURIAL AREA</b>  It was recommended to the Urgency Committee that the landscaping and defining of an infant burial area be added to the Forward Plan for 2022-23, with this work being funded from the Cemetery Improvements 2022-23 budget 211/4156. Town Clerk to amend Forward Plan.</p>	Town Clerk	<p>8.11.21 – work planned for 2022 to create a path and raised seating area. Officers to identify estimated funding for the work.  6.01.22 – no further update, work on schedule</p>
09-Jun-21	A16	<p><b>TREES IN THE MOTTE</b>  It was agreed that the decision about what action to take with respect to the trees next to the properties in the Motte be delegated to the Cemeteries and Outdoor Services Manager in consultation with Cllr Halliday and Cllr Clifton.</p>	Cemeteries and Outdoor Services Manager	Work completed October 2021
13-Jul-21	GR13	<p><b>FOOD WASTE POLICY</b>  At the meeting of the Green Advisory and Scrutiny Committee on 20 April 2021, a draft food policy was proposed by Cllr de la Harpe which he noted was over-long. The statement below could be adopted as a policy, allowing other committees to develop plans within this framework.  <i>This Council has declared a Climate Emergency and has a stated aim of becoming carbon-neutral by 2030. It is widely acknowledged that one of the most important steps society needs to take to reach carbon neutrality is to</i></p>	Cllr de la Harpe	

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		<p><i>eat fewer animal products and fewer foods that arrive by air freight. While this Council does very little catering, we lead by example and will be promoting locally-sourced, plant-based foods at all Council events that include catering.</i></p> <p>Cllr de la Harpe offered to look at the new information and report back to the next meeting.</p>		
19-Nov-21	EA10	<p><b>GREEN FORUM</b>  Recommended to the Finance, Governance and Asset Management Committee that a non-councillor be co-opted to the committee and that a Green Forum be established to be convened by a community partner, the agenda to be set by members of the Forum, with the council providing meeting space and administrative support if required.</p>	Town Clerk	8.11.21 – Chair to meet with Carbon Cutters, One Planet Abingdon and the Naturalist Society to discuss the terms of the green forum, e.g. frequency of meetings. It is intended that the forum will be led by local groups. Discussions to be held by mid-December.
19-Nov-21	EA12	<p><b>COMMUNITY WOODLAND</b>  Recommended to the Town Council that a working group be formed.</p>	Town Clerk	8.11.21 – working group formed. First meeting held on 4 November 2021
19-Nov-21	EA12	<p><b>COMMUNITY WOODLAND</b>  A business proposal would be presented to the next meeting of the Environment and Amenities Advisory Committee. It would be beneficial for the Town Council to learn from the experience of other communities and the work of Cumnor was highlighted. The work of residents reviewing the site and preparing proposals for planting was noted.</p>	Town Clerk	<p>8.11.21 – report with business plan and proposal to be presented to committee</p> <p>6.01.22 – see Forward Plan update. Next stage will commence if budget approval obtained during this cycle of meetings.</p>

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19.10.21	EA13	<p><b>NEW CEMETERY WORKING GROUP</b>  The new cemetery working party would update the next meeting of the Environment and Amenities Advisory Committee on its work.</p>	Town Clerk	Please refer to update in Forward Plan.
19-Oct-21	EA10	<p><b>GREEN FORUM</b>  It was recommended that a Green Forum be established, to be convened by a community partner, the agenda to be set by members of the Forum, with the council providing meeting space and administrative support if required.</p>	Town Clerk	23.11.21 - recommended by FGAM 1.12.21 - agreed by Town Council
16-Nov-21	EA27	<p><b>NOTICEBOARDS</b>  The Communications Review Working Group recommended to the Community Services Committee on 1 June 2021 that the Market Place Noticeboard which had originally been located on the wall of the building next to the Market Place flower bed be replaced. The committee considered this recommendation, which was recorded as an action for this committee. The recommendation was agreed and would be determined by the Town Council.</p>	Town Clerk	6.1.22 update. This is now an action for the Community Committee to progress.
16-Nov-21	EA28	<p><b>ALLOTMENTS</b>  It was agreed to request a paper from officers which would provide further information on the number of people waiting for allotments, the duties of the Town Council and the potential cost of provision of new allotments. The report would be prepared for the meeting scheduled for March 2022</p>		1.12.21 - agreed by Town Council. Report scheduled for March 2022 meeting.

Updated 7 January 2022