

Environment and Amenities Advisory Committee 8 March 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 – FORWARD PLAN ITEM</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> <p>04.03.22 – 43% of works done, by value</p>

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03-Dec-19	<p>BIODIVERSITY PLAN – FORWARD PLAN ITEM 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>	<p>Community Services and Events Officer</p>	<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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20-Jan-21	A60	<p>BUDGET - MAJOR PROJECTS 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>PROGRAMME FOR REPLACEMENT AND NEW PLAY EQUIPMENT: FORWARD PLAN ITEM 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>
17-Mar-21	A83	<p>CHILTON CLOSE TREE PLANTING 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&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.</p>

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				03.03.22 Trees now in stock awaiting planting. See also Forward Plan in relation to overall position regarding tree planting.
09-Jun-21	A12	<p>INFANT BURIAL AREA: FORWARD PLAN ITEM 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>	Cemetery and Outdoor Services Manager	<p>8.11.21 – work planned for 2022 to create a path and raised seating area. Officers to identify estimated funding for the work.</p> <p>6.01.22 – no further update, work on schedule</p>
13-Jul-21	GR13	<p>FOOD POLICY 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.</p> <p><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 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>	Cllr de la Harpe	<p>04.03.22 update: Cllr de la Harpe requests committee consider this project at its March 2022 meeting as he is unable to lead on this</p>
19-Nov-21	EA10	<p>GREEN FORUM – THIS SPECIFIC ACTION COMPLETED 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</p>	Town Clerk	<p>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</p>

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		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.		by local groups. Discussions to be held by mid-December.
19-Nov-21	EA12	COMMUNITY WOODLAND – This specific action is completed: Recommended to the Town Council that a working group be formed.	Town Clerk	8.11.21 – working group formed. First meeting held on 4 November 2021
19-Nov-21	EA12	COMMUNITY WOODLAND - This specific action is completed – Project part of Forward Plan: 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.	Town Clerk	8.11.21 – report with business plan and proposal to be presented to committee 6.01.22 – see Forward Plan update. Next stage will commence if budget approval obtained during this cycle of meetings.
19.10.21	EA13	NEW CEMETERY WORKING GROUP – This action is completed The new cemetery working party would update the next meeting of the Environment and Amenities Advisory Committee on its work.	Town Clerk	Please refer to update in Forward Plan.
19-Oct-21	EA10	GREEN FORUM – this action is completed 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.	Town Clerk	23.11.21 - recommended by FGAM 1.12.21 - agreed by Town Council

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16-Nov-21	EA28	ALLOTMENTS 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	Town Clerk	1.12.21 - agreed by Town Council. Report scheduled for March 2022 meeting. 4.3.22 – see report to meeting item 9
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11-Jan-22	EA47	NEW CEMETERY WORKING GROUP The new cemetery working party were requested to prepare a needs analysis to develop a business case for the Town Council to make a decision	Town Clerk	4.3.22 – see report to meeting item 11
11-Jan-22	EA48	RIVER THAMES: This specific action is complete The Town Clerk was asked to contact the Environment Agency to obtain information regarding two sunken boats in the River Thames	Town Clerk	Update 4.3.22 – matter has been reported by the council. Lock-keeper also aware. It is understood that the EA have been aware of this problem for at least 12 months. In reporting the matter we were advised: Pollution to watercourses, obstructions and navigational hazards can all be reported to our 24 hour Freephone Incident Hotline on 0800 80 70 60. The hotline is manned 24 hours a day, 7 days a week, 365 days a year and can deal with your report straight away. You can remain anonymous if you wish to. Alternatively, please respond with details of what has happened and where (please provide a postcode or grid reference - https://gridreferencefinder.com/), including all information about the incident(s) which may be useful so we can investigate. Additionally, we would be interested in the following information, if you can provide it:

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				<ul style="list-style-type: none"> • What type of vessels are involved? • Can you describe the vessel(s) involved (for example - colour, name, type, length, unique features) • Is the obstruction preventing access to anything? • Is the obstruction causing any flooding and if so, where? • Have the emergency services been informed and do you have a reference? <p style="color: red;">Our action is complete – would members wish this item to remain on the actions register, in an amended form, until the boats are removed?</p>
11-Jan-22	EA50	<p>PUBLICITY The following items were suggested:</p> <ul style="list-style-type: none"> (i) New play equipment at Boxhill and Chilton Close play areas (once installed) (ii) The new system regarding council fishing permits – for late May/ early June ready for new system (iii) The new Green Forum - suggested article for Town Crier 	Community Services and Events Officer	<p>4.3.22 Update:</p> <ul style="list-style-type: none"> i) New play equipment at Boxhill and Chilton Close play areas (once installed) – pending installation (ii) The new system regarding council fishing permits – we are shortly coming in to the close season and so this will be publicised late May/ early June ready for new season (iii) The new Green Forum - suggested article for Town Crier – March 2022 edition includes article on One Planet Abingdon Climate Emergency Centre so Green Forum will feature in a future edition

Updated 4 March 2022