

ABINGDON TOWN COUNCIL

Report to	Environment and Amenities Committee
Meeting date	10 January 2023
Agenda item	6 - Forward Plan

1. Community Woodland (TB/NW)	
Jan to Mar 2021	Plan for community woodland
Jun 2021 review	Community Wood Project - report to Amenities 9.6.21. Carbon Cutters undertaking a site survey June 2021
July to Sep 2021	Consideration of business plan
Oct to Dec 2021	Site and draft plan agreed by committee November 2021
January 2022	Budget now needs to be agreed.
February 2022	Landowner approached by council's agent; awaiting further advice.
July 2022	Land acquisition being progressed, Town Clerk to update and report further.
September 2022	<p>Council's agent John Read of Carter Jonas advised Town Clerk on 15.09.22 regarding the proposals for the tenant who has offered to surrender c.6.72 acres for the woodland.</p> <p>This matter is reported further in the confidential section as it is subject to contract and legal agreement.</p> <p>In taking matters forward it is suggested that the Committee reappoint the Community Woodland Working Group with the terms of reference as appendix 1 of this report.</p> <p>The Committee is requested to appoint this Group and agree the town council membership.</p>
October 2022	It was AGREED that the Working Party meet to revisit this. Members of the WP are, Cllr Barody, Cllr Oates + 2 non-councillors.
November 2022	Meeting taking place with Woodland Trust re assistance with project and procurement of trees. Grant applications prepared for TOE. Agent chasing re land acquisition.
Jan to Mar 2023	Planting and Review future arrangements.

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2. Review of play areas (TB)	
Jan to Mar 2021	Review of play areas
Jun 2021 review	Review took place June 2021
Oct 2021 update	Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021
Nov 2021 update	Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers.
February 2022 update	Play area working group established, meeting originally to be arranged for late March 2022.
July 2022	<p>Outdoor Services Manager reports: Has considered each of the play areas in turn and will come the appointed working group which will include the following proposals: <u>Boxhill and Chilton</u> – recently improved so no proposals <u>Caldecott Recreation Ground</u> – improving play value for those aged up to 11 within the enclosed park whilst providing activities for those older, in the adjacent area. The activities would include a pendulum basket swing and a hurricane swing. There would be scope to further extend in the future as it is a large with potential. Adult fitness equipment will be installed shortly. <u>Chaunterell Way</u>- propose extending the enclosed area with a basket swing, two DDA compliant roundabouts - simulator roundabout and inclusive wheelchair roundabout. Outside the play park, adjacent to the trees – toddler area with items which include interactive panels, balancing mushrooms/ logs, talking flower tubes and picnic table. Often young families visit this park. Masefield Crescent – tall multi-play climbing unit to take advantage of the site’s elevated position.</p>
September 2022	<p>Request Committee to set a date for the meeting of the working group as soon as possible to agree officer proposals in order to go out to tender. Working group previously appointed 2021/22 will need to be reappointed; previously consisted of: Cllr Barody Cllr Bowring Cllr Halliday Cllr Oates</p>
October 2022	<p>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, considering 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.</p>

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November 2022	The Locum Project Officer was asked to convene a meeting of the Play Area working group before Christmas. The suggested date being Friday 2 December at 10:00am, this was AGREED .
3. Tree Survey (TB)	
Apr to Jun 2022	Commission tree report
Apr to Jun 2024	Commission tree report
February 2022	Contractors and staff continue to address the works identified. Contractors are behind schedule with 43% of work, by value, done.
July 2022	Next survey to be commissioned once currently outstanding works are completed.
September 2022	Report on progress made and proposal to commission new tree audit is in the officer report at agenda item 10 (report of Cemetery and Outdoor Services Manager).
November 2022	The Cemetery and Outdoor Services Manager advised that 2 quotes had been received for this and he was awaiting another.
4. New Cemetery (NW>VM) (Consolidated from actions register)	
Apr to Jun 2021	Land offer from VOWH - Key decision on proceeding
Jun 2021 review	Masefield Crescent site part of Vale Strategic Property review See Amenities Committee - 9.6.21 Recommended: 1) New Cemetery Working Group reappointed; 2) Sum of £20,000 released from the earmarked reserves towards work on the business case 3) Other potential sites in the town be explored cemetery infrastructure is already in place); 4) Confirmation on suitability of Masefield Crescent site undertaking a desk top exercise; 5) Valuation of the Masefield Crescent site; 6) A business proposal be developed, as far as we are able, ahead of further information from DC; 7) Dialogue with the District Council continue during this period so that proposals can be informed. Further meeting due with VWHDC June 21
February 2022 update	Feasibility study scoped and contract awarded. Work on feasibility study taking place in April 2022 – see update on agenda for meeting of 8 March 2022
July 2022	The external consultants, CDS, are making good progress and submitting regular updates - the original timetable has slipped slightly as they required detailed information.

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September 2022	New cemetery working group will meet to consider feasibility study and matter will be on agenda for the meeting in November 2022. Cllr Halliday to update at the meeting in November 2022.
Oct to Dec 2023	Commence building work TBC
Jan to Mar 2025	Open new cemetery TBC
November 2022	In Cllr Halliday's absence it was reported that the feasibility study had been received and the working party would meet to discuss the report.

5. Infant Burial Area (TB) (Consolidated from actions register)

January 2022	This project is ahead of schedule. The area has been planned by the Outdoor Services Manager and a quote has been obtained for the work
Apr to Jun 2022	Plan infant burial area – planning work completed
July to Sep 2022	Implement infant burial area – quotes to be obtained
January 2023	Work ongoing to obtain quotes

6. Green Projects – report on progress – suggest items crossed through are Transferred to the archive

Apr to Jun 2022	Environmental Awareness Day – requires proposal for November 2021 meeting to include format, date, budget etc - To be included as a theme within the Green Forum. Update March 2022: being considered and taken forward by the Green Forum.
July 2022 update	Abingdon Learning Trust (ALT) organised a climate change event where three schools (Fitzharrys, Rush Common and John Mason) showcased their ideas for reducing carbon emissions, promoting biodiversity, shared community spaces and active travel. This event took place at the Guildhall on 5 July 2022. ALT would like this to become an annual event. As agreed the Town Council paid for the room hire.
September 2022	Update from the Green Forum on any plans in relation to Environmental Awareness Day
January 2023	Update to be provided at the meeting by Anne Smart

7. Plastic-free town initiative

Jan to Mar 2021	Work with ACC regarding the plastic free town initiative with the objective that shop and market retailers use no plastic or polystyrene. Commence this work with an audit of retailers
Apr to Jun 2021	Agree and implement measures and incentives to achieve the objective that shop and market retailers use no plastic or polystyrene. Pop-up to promote reusable cups took place 29 May 21
June 2021 review	Cafes audited. Most retailers do not now use polystyrene. Work delayed due to Covid but next steps and proposal to be considered at July mtg

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October 2021 update	Use of single use plastic in relation to activity on the Market considered by Community Committee (as service ctte), at its September 2021 meeting – The report of the Community Services and Events Officer on the single use plastics policy on the Market Place was noted. The Community Services and Events Officer noted the delay in rolling out the new policy due to the pandemic and health and safety concerns over reusing items. The policy was now being introduced in consultation with market traders. Report to a future meeting to consider the position regarding plastic-free initiatives beyond the Market Place
September 2022	To discuss consolidating this work into a wider project with the Green Forum. Agenda item 13 & 14, November 2022
November 2022	Members received and considered the briefing paper, the press release and the plastic pledge document from the Locum Project Officer. A resolution was made that the Locum Project Officer to work alongside the Chair, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.
January 2023	GB to update
8. Biodiversity plan	
Apr to Jun 2021	Commence work on a biodiversity plan for the town council.
June 2021 review	Plan discussed ctte April 2021 and rescheduled adoption. Link to the Green Spaces Plan (Neighbourhood Plan). Approach a volunteer to assist in this area
Jan to Mar 2022	Adoption of biodiversity plan
Oct 2021 update	Work has commenced and we should be able to keep to the timetable for a biodiversity plan to be adopted in March 2022. Report due to committee in November 2021.
January 2022 update	See report to meeting of EA Committee together with budget proposal.
August 2022	Biodiversity Plan adopted.
October 2022	Timetable for implementation to be defined by Chair of Committee with Cemetery and Outdoor Services Manager, together with financial implications.
January 2023	GB to update on timetable for actions for 2023.
9. Allotments.	
November 2021	Establish the demand for additional allotments and outline broad options for provision of any additional allotments for 2023 – 2024.

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Potential projects for prioritisation and timetabling

- Ensure actions and decisions are in line with and partner the Neighbourhood Plan and relevant Local Plan work.
- Be ready to be a pilot town for innovative green schemes which may emerge, noting that this will require flexibility in relation to this section of the Forward Plan.
- Energy efficiency event planned for the Market Place, details to be advised.