

# ABINGDON-ON-THAMES TOWN COUNCIL

## Environment and Amenities Committee 10 January 2023

### Item 7 – Actions Register

Meeting date	Action	Responsible	Update
17 Mar 21	<p><b>COMMUNITY WOODLAND</b> Plan for community woodland in forward plan</p>	Town Clerk	<p>June 2021 – Abingdon Carbon Cutters undertaking a site survey            Sep 2021 - Consideration of business plan            Nov 2021 - Site and draft plan agreed by committee            Jan 2022 - budget to be agreed            Feb 2022 - Landowner approached by council’s agent; awaiting further advice.            July 2022 - Land acquisition being progressed, Town Clerk to report.            September 2022 - Council’s agent John Read of Carter Jonas advised the Town Clerk on 15.09.22 regarding the proposals for the tenant who has offered to surrender c.6.72 acres for the woodland. This matter is reported further in the confidential section as it is subject to contract and legal agreement. Suggested that the committee reappoint the Community Woodland working group with the terms of reference as appendix 1 of this report. Committee requested to appoint this Group and agree membership.            Oct 2022 - Working Party to meet. Members of the WP are, Cllr Barody, Cllr Oates + 2 non-councillors.            Nov 2022 - Meeting taking place with Woodland Trust re assistance with project and procurement of trees. Grant applications prepared for Trust for the Oxfordshire Environment (TOE). Agent chasing re land acquisition.            Jan to Mar 2023 – Planting and review future arrangements            10 Jan 2023 - proposed area agreed with current tenant and planting will begin this month. Legal agreement being prepared.</p>

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Jan 2021	<p><b>REVIEW OF PLAY AREAS</b> Item in forward plan</p>	Cemeteries and Outdoor Services Manager	<p>Jun 2021 - Review undertaken.            Oct 2021 - Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021            Nov 2021 - Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers.            Feb 2022 - Play area working group established, meeting originally to be arranged for late March 2022.            July 2022 – Cemeteries and Outdoor Services Manager reported that play areas had been considered in turn and the following proposals will be made to the working group:  <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. 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 <u>basket swing</u>, two DDA compliant roundabouts - <u>simulator roundabout</u> and <u>inclusive wheelchair roundabout</u>. 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.            Sept 2022 - 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 and Cllr Oates.</p>

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			<p>Oct 2022 - . Cemeteries and Outdoor Services Manager asked to circulate 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> <p>Nov 2022 - Locum Project Officer asked to convene a meeting of the play area working group, suggested date Friday 2 December.</p> <p>10.1.23, minute E135/22 –</p> <p><b>AGREED</b> that the improvement projects identified at items 6.2 (Caldecott Recreation Ground), 6.3 (Boxhill Recreation Ground), 6.4 (Masefield) and 6.5 (self-closing gates at all enclosed play areas) would be undertaken in the current financial year.</p> <p><b>AGREED</b> that the major project for 2023-4 would be item 6.7 - installation of a multi-use games area and climbing frame at Caldecott Recreation Ground, with a total cost of £192,100. Officers were asked to bring a report to the June 2023 meeting of the committee to provide proposals and designs for Caldecott Recreation Ground and to identify potential sources of funding.</p>
Jan 2021	<p><b>PLASTIC-FREE TOWN INITIATIVE</b> Work with Abingdon Carbon Cutters (ACC) regarding the plastic free town initiative with the objective that shop and market retailers use no plastic or polystyrene</p> <p>15 Nov 2022 <b>E119/22 - SINGLE USE PLASTIC</b> Members received and considered the briefing paper, the press release and the plastic pledge document from the</p>		<p>Jan to Mar 2021 - Commence this work with an audit of retailers</p> <p>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</p> <p>June 2021 - Cafes audited. Most retailers do not now use polystyrene. Work delayed due to Covid but next steps and proposal to be considered at next meeting.</p>

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	Locum Project Officer. RESOLVED that the Locum Project Officer work alongside the Chair, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.		<p>October 2021 - Use of single use plastic in relation to activity on the Market Place 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</p> <p>September 2022 - To discuss consolidating this work into a wider project with the Green Forum. Agenda item 13 &amp; 14, Nov 2022</p> <p>Nov 2022 - briefing paper, the press release and the plastic pledge document from Locum Project Officer. Locum Project Officer to work alongside the Chair, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.</p> <p>Jan 2023 - the Chair of the committee would speak to Chair of Community Committee to prepare a joint proposal for the next meeting.</p> <p>Feb 2023 – discussions continue, update to follow at a future meeting.</p>
April 2021	<b>BIODIVERSITY PLAN</b>		<p>June 2021 - Plan discussed April 2021 and rescheduled adoption. Link to the Green Spaces Plan (Neighbourhood Plan). Approach a volunteer to assist in this area.</p> <p>Jan to Mar 2022 – adoption of biodiversity plan</p> <p>Oct 2021 - 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.</p> <p>Jan 2022 - See report to meeting of EA Committee together with budget proposal.</p> <p>August 2022 – biodiversity plan adopted</p>

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			<p>Oct 2022 - Timetable for implementation to be defined by Chair of committee with Cemetery and Outdoor Services Manager, together with financial implications.</p> <p>Jan 2023 - four priorities identified: 1. Form a five year plan 2. Devise a simple biodiversity map of Abingdon for residents and develop biodiversity walks 3. Continue with the biodiversity competitions 4. Promote active travel</p>
Apr 2021	<b>NEW CEMETERY</b>	Town Clerk, Property and Events Officer	<p>Apr to Jun 2021 - Land offer from VOWH - Key decision on proceeding</p> <p>Jun 2021 review - Masefield Crescent site part of Vale Strategic Property review See Amenities Committee - 9.6.21</p> <p>Recommended:</p> <ol style="list-style-type: none"> <li>1) New Cemetery Working Group reappointed;</li> <li>2) Sum of £20,000 released from the earmarked reserves towards work on the business case</li> <li>3) Other potential sites in the town be explored cemetery infrastructure is already in place);</li> <li>4) Confirmation on suitability of Masefield Crescent site undertaking a desk top exercise;</li> <li>5) Valuation of the Masefield Crescent site;</li> <li>6) A business proposal be developed, as far as we are able, ahead of further information from DC;</li> <li>7) Dialogue with the District Council continue during this period so that proposals can be informed. Further meeting due with VWHDC June 21</li> </ol> <p>February 2022 - 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</p> <p>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.</p> <p>September 2022 - New cemetery working group will meet to consider feasibility study and matter will be on agenda for the</p>

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			<p>meeting in November 2022. Cllr Halliday to update at the meeting in November 2022.</p> <p>November 2022 - feasibility study received, working party would meet to discuss the report.</p> <p>Jan 2023 - the working party met with the former Town Clerk and would report to a future meeting.</p> <p>Feb 2023 – update to be provided to the meeting.</p>
13-Jul-21	<p><b>FOOD WASTE POLICY</b></p> <p>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>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. Cllr de la Harpe offered to look at the new information and report back to the next meeting.</p>		<p><u>March 2022</u> update: Due to other commitments, Cllr de la Harpe no longer is available to provide this.</p> <p><u>July 2022</u> – The Town Clerk to contact the Chamber of Commerce with regards to getting businesses and food outlets involved. Aim to be plastic free by Autumn.</p> <p><u>Oct 2022</u> – there has been no contact with the Chamber of Commerce. Cllr Barody to explore Oxfords Food Strategy. Liaise with the project manager. Bring to the next meeting.</p> <p><u>Nov 2022</u> - Cllr Barody requested that the link to the District's Good Food Guide be made available. Here is the link.  <a href="https://goodfoodoxford.org/uncategorized/the-oxford-good-food-charter/">https://goodfoodoxford.org/uncategorized/the-oxford-good-food-charter/</a></p> <p><u>Dec 2022</u> - Cllr Barody agreed to attend the next meeting of the Community Committee on 6 December 2022 with regards to the food waste initiative as this overlaps with this committee.</p> <p><u>January 2023</u> – GB to speak to Chair of Community Committee.</p> <p><u>February 2023</u> – ongoing</p>
16-Nov-21	<p><b>ALLOTMENTS</b></p> <p>A report was requested 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>	Town Clerk	<p>At March meeting report was approved and further work requested: To undertake further work to establish the demand for additional allotments and to outline the broad options for provision of any additional allotments.</p>
Jan 2022	<p><b>INFANT BURIAL AREA</b></p>	Cemeteries and Outdoor Services Manager	<p>Jan 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</p> <p>Apr to Jun 2022 - planning work completed</p>

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			<p>July to Sep 2022 - Implement infant burial area – quotes to be obtained                      January 2023 - Work ongoing to obtain quotes</p>
April 2022	<b>TREE REPORT</b>	Cemeteries and Outdoor Services Manager	<p>Feb 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.                      Sept 2022 - Report on progress made and proposal to commission new tree audit is in the officer report.                      Nov 2022 - Cemetery and Outdoor Services Manager advised that two quotes had been received for this and he was awaiting another.                      Jan 2023 - report tabled by the Cemeteries and Outdoor Services Manager with details of tenders for this service. The decision on the selection of the contractor would be taken by the Town Clerk and the Cemeteries and Outdoor Services Manager.                      Feb 2023 – tree survey commissioned, to commence this month.</p>
April 2022	<b>GREEN PROJECTS</b>		<p>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 - 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</p>

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			January 2023 - Update provided by Anne Smart.
5 Oct 2022	<b>E98/22 - REUSABLE CUPS</b> It was AGREED that the possibility of a Town Council reusable cups for events should be revisited.		<u>January 2023</u> – to be considered with the single-use plastics policy by the Chairs of the E&A and Community Committee. <u>Feb 2023</u> – ongoing discussions
5 Oct 2022	<b>E99/22 – ASHES INTERMENT AND SCATTERING REPORT</b> RESOLVED that Option 2 highlighted in the report should be adopted and that these fees be included in the published fees schedule and so be reviewed annually. It was AGREED to look at options for extended periods at the next meeting. The Cemeteries and Outdoor Services Manager was asked to propose options and fees for scattering of ashes which takes into account the cost of burial and fees charged at other cemeteries.	Cemeteries and Outdoor Services Manager	15.11.22 - proposed options and fees for the scattering of ashes would be brought to the next meeting. <u>January 2023</u> – COSM to present option for pricing of service. <u>Feb 2023</u> – item completed and included in 2023-4 budget. To be removed from the actions register
15 Nov 2022	<b>E112/22 – INSTALLATION OF SOLAR LIGHTS</b> Members discussed the possibility of installing solar lights and concluded that there were a number of areas to consider such as residents living close by along with the wildlife. It was AGREED to take the request forward and investigate the possibility with involvement from the Cemetery and Outdoor Services Manager and that members would keep the Youth Forum updated.	Cemeteries and Outdoor Services Manager	15.11.22 – the committee discussed the possibility of installing solar lights and concluded that there were a number of areas to consider such as residents living close by and wildlife. It was AGREED to investigate the possibility with involvement from the Cemetery and Outdoor Services Manager and to keep the Youth Forum updated. <u>January 2023</u> – initial report prepared but further research needed to be presented to a future meeting. <u>Feb 2023</u> – Proposed trial site - Box Hill. COSM to assess and report to June 2023 meeting.
15 Nov 2022	<b>E113/22 - REVIEW OF PLAY AREAS</b> 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.		<u>10.1.23</u> – play area working party met on 2.12.22. Report considered by committee 10.1.23, minute E135/22 refers. Play area improvements agreed and listed above so this item to be marked as completed.