

Actions register													
Updated (add most recent date)										4.11.23			
Forward plan item (if relevant)	Meeting	Year	Month	Minute no.	CONFIDENTIAL?	Minute/action	Responsible (initials/title)		Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)		
Y	Environment and Amenities	2021	November		N	<b>ALLOTMENTS</b> 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.	Town Clerk	8.3.22 (EA62) - report 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. 10.11.23 No land has been identified for further Allotments. Suggest Action is closed. RS					
Y	Environment and Amenities	2021	April		N	<b>BIODIVERSITY PLAN</b>	Councillors	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. Jan to Mar 2022 – adoption of biodiversity plan 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. Jan 2022 - See report to meeting of EA Committee together with budget proposal. August 2022 – biodiversity plan adopted Oct 2022 - Timetable for implementation to be defined by Chair of committee with Cemetery and Outdoor Services Manager, together with financial implications. 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 13.6.23 - the planned biodiversity map is outstanding, GB is considering who to contact to take this forward. Biodiversity competition planned for this year, theme to be agreed and ideas are welcome. 10.7.23 - launch of plan for 2024 by Chair of committee. Action completed. 28.11.23 Suggest Closure. RS Locum Clerk					
Y	Environment and Amenities	2021	March		N	<b>COMMUNITY WOODLAND</b>	Town Clerk	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 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. 30 Mar 23 – Contact made with agent – tenant does not want to surrender until the end of the hay season. Chair of E&A informed – waiting for further information from her. 1.6.23 – Chair updated verbally, item to be added to confidential agenda for an update. 13.6.23 - negotiations continue with the leaseholder, committee updated in confidential. 10.7.23 - new legal team top be engaged. Aug 23 - The leaseholder will not entertain a transfer until after the hay harvest in September, solicitor to make contact after then. Check with the Outdoor Services Manager to check the area and advise when the harvest has taken place. Sep 23 - town council's new legal team to engage with the leaseholder to progress this project. 10th November 23 - tenant has asked that we communicate with agent, Town Clerk to prepare letter to agent and tenant. Agent contacted and has identified member of staff who will manage the lease. Question as to whether they can act for both parties is key. Ongoing. RS 15th November 23 - Contacted agent, tenant's agent requested that we move the matter forwards as quickly as possible, awaiting response from third party. RS 28.11.23 - review March 2024 as planting is required by this time.					
N	Environment and Amenities	2021	July		N	<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. 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.	Councillors	March 2022 update: Due to other commitments, Cllr de la Harpe no longer is available to provide this. July 2022 – 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. Oct 2022 – there has been no contact with the Chamber of Commerce. Cllr Barody to explore Oxford's Food Strategy. Liaise with the project manager. Bring to the next meeting. Nov 2022 - 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> Dec 2022 - 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. January 2023 – GB to speak to Chair of Community Committee. February 2023 – ongoing 13.6.23 - no update. GB working with Community Committee Sep 23 - no update 28.11.23 - to update in March 2024					
N	Environment and Amenities	2023	February	E151/22	N	<b>HILLVIEW PARK FOOTPATH</b> COSM asked to look at the condition of the footpath that joins Hillview Road and South Avenue through the town council-owned play park. The path is made of ballast/cinder and is in a bad state of repair. The COSM had met with a contractor and has concluded that a ballast track would be preferable to tarmac. The committee agreed that further quotes should be sought to enable a decision on repair of the path to be made	Cemeteries and Outdoor Services Manager	13.6.23 - COSM is seeking quotes. 10.7.23 - quotes still being pursued. Third quote outstanding. Sep 23 - COSM and Chair of committee considering quotes Oct 23 - Order for works placed. Awaiting start date 24th Nov 23 - Contractor has advised works will commence 2nd week of Jan 24					
Y	Environment and Amenities	2022	January		N	<b>INFANT BURIAL AREA</b>	Cemeteries and Outdoor Services Manager	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 Apr to Jun 2022 - planning work completed July to Sep 2022 - Implement infant burial area – quotes to be obtained January 2023 - Work ongoing to obtain quotes Sep 23 - no update Oct 23 - Works team to complete project in-house in spring 2024					

N	Environment and Amenities	2022	November	E112/22	N	<p><b>INSTALLATION OF SOLAR LIGHTS</b></p> <p>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.</p>	Cemeteries and Outdoor Services Manager	<p>15.11.22 – AGREED to investigate the possibility with involvement from the Cemetery and Outdoor Services Manager and keep the Youth Forum updated.</p> <p>January 2023 – initial report prepared but further research needed to be presented to a future meeting.</p> <p>Feb 2023 – Proposed trial site - Box Hill. COSM to assess and report to June 2023 meeting.</p> <p>13.6.23 - request from resident, looked at, ongoing.</p> <p>10.7.23 - COSM exploring options for timed lights. To report to 12.9.23 meeting</p> <p>Sep 23 - no update</p> <p>Oct 23 - No update 10th November 23</p> <p>28.11.23 - to be updated in September 2024</p>			
Y	Environment and Amenities	2021	April		N	<p><b>NEW CEMETERY</b></p>	Town Clerk	<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 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 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>21.2.23 – report from the Cemeteries and Outdoor Services Manager on options for a new cemetery. The item was held in confidence as it considered commercially sensitive information. RESOLVED to proceed with the proposed programme of work to prepare a business case for a new cemetery.</p> <p>5.6.23 - Cllr Halliday to prepare a draft specification to circulate to working party members, after which quotes would be sought.</p> <p>13.6.23 - Report from CDS to identify possible sites in Abingdon and advise on the likely timescale for a new cemetery, including when this will be needed. Three potential sites have been identified and consultation will be needed with planners and landowners to check hydrological conditions. JH will prepare a specification for the working party to consider and report back to the committee and confirm a business case. Any site could be used initially for allotments. A lodge may be needed for the site for staff and security presence, plus machinery storage.</p> <p>10.7.23 - no update.</p>			
Y	Environment and Amenities	2021	January		N	<p><b>PLASTIC-FREE TOWN INITIATIVE</b></p> <p>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</p> <p><b>E119/22 - SINGLE USE PLASTIC</b></p> <p>Members received and considered the briefing paper, the press release and the plastic pledge document from the 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>	Town Clerk	<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> <p>October 2021 - Use of single use plastic in relation to activity on the Market Place considered by Community Committee (as service cttee), 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.</p> <p>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> <p>13.6.23 - Chairs of E&amp;A and Community planning a proposal for September meeting. Aiming to remove single-use plastics in markets. The committee hoped that this could include Music in the Park on 2 September 2023.</p> <p>10.7.23 - Chairs of E&amp;A and Community met and are planning a launch of reduction in single-use plastic at Music in the Park with plans to bring incentives to market traders and businesses for good practice later in the year.</p> <p>Sep 23 - update from Chair to next meeting</p> <p>28.11.23 - Chair to present proposal to meeting on 5.12.23</p>			
N	Environment and Amenities	2022	October	E98/22	N	<p><b>RE-USABLE CUPS</b></p> <p>It was AGREED that the possibility of a Town Council reusable cups for events should be revisited.</p>	Councillors	<p>January 2023 – to be considered with the single-use plastics policy by the Chairs of the E&amp;A and Community Committee.</p> <p>Feb 2023 – ongoing discussions</p> <p>13.6.23 - to consider with single-use plastics</p> <p>10.7.23 - to pursue for Music in the Park</p> <p>Sep 23 - officers exploring options. Chair to discuss with officers</p> <p>28.11.23 - review in March 2024</p>			

Y	Environment and Amenities	2021	January		N	<b>REVIEW OF PLAY AREAS</b>	Cemeteries and Outdoor Services Manager	<p>Jun 2021 - Review undertaken.</p> <p>Oct 2021 - Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021</p> <p>Nov 2021 - Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers.</p> <p>Feb 2022 - Play area working group established, meeting originally to be arranged for late March 2022.</p> <p>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:</p> <p>Boxhill and Chilton – recently improved so no proposals</p> <p>Caldecott Recreation Ground – 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.</p> <p>Chaunterell Way - 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.</p> <p>Masefield Crescent – tall multi-play climbing unit to take advantage of the site's elevated position.</p> <p>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> <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 – AGREED 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. AGREED 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.</p> <p>Officers were asked to bring a report to the June 2023 meeting of the committee to provide proposals and designs for Caldecott Recreation</p>			
Y	Environment and Amenities	2022	April		N	<b>TREE SURVEY</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.</p> <p>July 2022 - Next survey to be commissioned once currently outstanding works are completed.</p> <p>Sept 2022 - Report on progress made and proposal to commission new tree audit is in the officer report.</p> <p>Nov 2022 - Cemetery and Outdoor Services Manager advised that two quotes had been received for this and he was awaiting another.</p> <p>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.</p> <p>Feb 2023 – tree survey commissioned, to commence this month.</p> <p>13.6.23 - Tree survey completed, required work to start in July.</p> <p>10.7.23 - survey completed, actions arising from the survey being undertaken.</p>			
N	Environment and Amenities	2023	September	E45/23	N	<b>ACTIVE TRAVEL MAP</b> The committee recommended a review of the map annually, commencing in September 2024	Town Clerk	Active travel Map published September 2023. to be Reviewed September 2024.			
N	Environment and Amenities	2023	September	E43/23	N	<b>TREES AT RIVER CLOSE PLAY AREA</b> It was AGREED that council officers would undertake a phased removal of large trees at River Close Play Area and would replant appropriate trees and shrubs in their place to ensure a net gain in biodiversity.	Cemeteries and Outdoor Services Manager	<p>Oct - 23 COSM will prepare timeline for these works</p> <p>28.11.23 - COSM to report in January 2024</p>			