	pdated (add most recent date) 13.2.24										
Forward pla item (if relevant)	n Meeting	Year	Month		CONFIDE NTIAL?	Minute/action	Responsible (initials/title)		Completed (add Y for filtering)	Complete d (date)	
Υ	Environment and Amenities	2021	November		N /	ALLOTMENTS  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	13.2.24	
Y	Environment and Amenities	2021	March		N (	COMMUNITY WOODLAND	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 - Land acquisition being progressed, Town Clerk to report. September 2022 - 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 on 92 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, Clir Barody, Clir Oates 4 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 - Planting and review future arrangements 10 Jan 2023 - Planting and review future arrangements 10 Jan 2023 - Planting and review future arrangements 10 Jan 2023 - Planting and review future treat 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. 18.23 - Chair updated verbally, Item to be added to confidential agenda for an update. 18.23 - Town legal team to 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.			
N	Environment and Amenities	2021	July		N t	FOOD WASTE POLICY Green Advisory and Scrutiny Committee, 20 April 2021, draft food policy proposed. 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 he most important steps society needs to take to reach carbon neutrality is to eat fewer animal products and fewer foods that armive 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. Clir 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, Clir 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. Clir Bardy to explore Oxfords Food Strategy, Liaise with the project manager. Bring to the next meeting.  Nov 2022 – Clir Bardy requested that the link to the District's Good Food Guide be made available. Here is the link.  https://goodfoods/drot.org/uncategorize/the-oxford-good-food-charter/  Dec 2022 - Clir Bardy 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 May 2024			
Υ	Environment and Amenities	2021	April		N I	NEW CEMETERY	Cemeteries and Outdoor Services Manager	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, head of further information from DC; 7) Dialogue with the District Council conductuding this period so that proposals can be informed. Further meeting due with VWHDC June 21 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 July 2022 - external consultants, COS, are making good progress and submitting repular updates - the original trabel heas slipped displight year required detailed information.  September 2022 - New cemetery working group will meet to consider feasibility study and matter will be on agenda for the meeting in November 2022.  November 2022 - Teasibility study received, working party on meet to discuss report.  Jan 2023 - working party met with former Town Clerk and would report to a future meeting.  21.2.2.3 - report from Cemeteries and Outdoor Services Manager on options for new cemetery, item held in confidence due to commercially sensitive information. RESOLVED to proceed with the proposed programme of work to prepare a business case for a new cemetery.  13.6.2.3 - Cli Halliday to prepare a draft specification to circulate to working party members, after which quotes would be sought.  13.6.2.3 - Report from COS 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			
Y	Environment and Amenities	2021	January		N -	PLASTIC-FREE TOWN INITIATIVE  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.  15 Nov 2022  E119/22 - SINGLE USE PLASTIC  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, Clir Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.	Town Clerk	Jan to Mar 2021 - Commence 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 - 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.  October 2021 - Use of single-use plastic in relation to activity on the Market Place considered by Community committee, September 2021. Report of the Community Services and Events Officer on the single-use plastic policy on the Market Place considered by Common to the Variety on the Market Place was noted.  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 was noted.  September 2022 - To discuss consolidating this work into a wider project with the Green Forum. Agenda item 13 & 14, Nov 2022  Nov 2022 - briefing paper, press release and plastic pledge document from Locum Project Officer. Locum Project Officer to work alongside the Chair, ClIr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.  Jan 2023 - Chair of the committee would speak to Chair of Community Committee to prepare a joint proposal for the next meeting.  13.6.23 - Chairs of E&A and Community planning a proposal for September meeting to remove single-use plastics in markets.  10.7.23 - Chairs of Fe&A and Community planning a proposal for September meeting to remove 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.  Sep 23 - update from Chair to next meeting.  13.12.23 - Chairs of E&A and Community planning a proposal fo			
Y	Environment and Amenities	2021	January		N I	REVIEW OF PLAY AREAS	Cemeteries and Outdoor Services Manager	Jun 201 - Review undertaken.  Oct 2021 - Outpotes 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:  - Sobrilliand Chillion - recently improved so no proposals  - 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.  - 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 panelses, balancing mushrooms/ logs, talking flower these and pricinc 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: previously consisted of Clir Barody, Clir Bowring, Clir Haliday and Clir Cates.  Oct 2022 - Locenteries 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 an			

								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 in		
Y	Environment and Amenities	2022 Januar	January		N		Services Manager	January 2022 - Work ongoing to obtain quotes Sep 23 - no update Oct 23 - Work ongoing to obtain quotes 13.2.24 - works team to complete project in-house in spring 2024		
N	Environment and Amenities	2023	September	r E45/23	N	ACTIVE TRAVEL MAP The committee recommended a review of the map annually, commencing in September 2024	Town Clerk			
N	Environment and Amenities	2023 \$	September	r E43/23	N	TREES AT RIVER CLOSE PLAY AREA 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	Oct - 23 COSM will prepare timesline for these works 28.11.223 - COSM to report in January 2024 13.2.24 - COSM to report to meeting on 20.2.24		
N	Environment and Amenities	2023 [	December	E63/23	N	SIGNAGE RESOLVED: - that officers would report to the next meeting of the committee with sample signs; - that signs at Hillview, Windrush and Austin Place would be replaced with town council signage to identify ownership of the land; - that signs at Elizabeth Avenue and Evenlode would be reviewed in a year that officers consider alternate ways of signing, such as adding QR codes to identify nearby play areas;	Cemeteries and Outdoor Services Manager	13.2.24 - COSM to report to committee on 20.2.24		