

Actions register															
Updated (add most recent date)						13.2.24									
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	Y	13.2.24						
Y	Environment and Amenities	2021	March		N	<b>COMMUNITY WOODLAND</b>	Town Clerk								
N	Environment and Amenities	2021	July		N	<b>FOOD WASTE POLICY</b> 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 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								
Y	Environment and Amenities	2021	April		N	<b>NEW CEMETERY</b>	Cemeteries and Outdoor Services Manager								
Y	Environment and Amenities	2021	January		N	<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.  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 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.	Town Clerk								
Y	Environment and Amenities	2021	January		N	<b>REVIEW OF PLAY AREAS</b>	Cemeteries and Outdoor Services Manager								

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 13.2.24 - works team aiming to complete project by June 2024			
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				
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	Oct - 23 COSM will prepare timeline for these works 28.11.23 - 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	<b>SIGNAGE</b> 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 Everlode 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			