

Abingdon Town Council
Environment and Amenities committee 17 September 2024
Item 16: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Update
2021	March		COMMUNITY WOODLAND	Town Clerk	<p>June 2021 – Abingdon Carbon Cutters undertaking a site survey</p> <p>Sep 2021 - consideration of business plan</p> <p>Nov 2021 - site and draft plan agreed by committee</p> <p>Jan 2022 - budget to be agreed</p> <p>Feb 2022 - landowner approached by council's agent; awaiting further advice.</p> <p>July 2022 - land acquisition being progressed, Town Clerk to report.</p> <p>September 2022 - Council's agent advised the Town Clerk on 15.09.22 regarding 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.</p> <p>Oct 2022 - Working Party to meet. Members of the WP are, Cllr Barody, Cllr Oates + 2 non-councillors.</p> <p>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.</p> <p>Jan to Mar 2023 – Planting and review future arrangements</p> <p>10 Jan 2023 - proposed area agreed with current tenant and planting will begin this month. Legal agreement being prepared.</p> <p>30 Mar 23 – agent reported that tenant does not want to surrender until the end of the hay season. Chair of E&A informed – waiting for further information from Chair.</p> <p>1.6.23 – Chair updated verbally, item to be added to confidential agenda for an update.</p> <p>13.6.23 - negotiations continue with the leaseholder, committee updated in confidential.</p> <p>10.7.23 - new legal team to be engaged.</p> <p>Aug 23 - leaseholder will not entertain a transfer until after hay harvest in September, solicitor to make contact after then. Check with Outdoor Services Manager to advise when the harvest has taken place.</p> <p>Sep 23 - town council's new legal team to engage with the leaseholder to progress this project.</p> <p>10th November 23 - tenant 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.</p> <p>15th November 23 - Contacted agent, tenant's agent requested that we move the matter forwards as quickly as possible, awaiting response from third party.</p> <p>28.11.23 - review March 2024 as planting is required by this time.</p> <p>13.2.24 - update to committee due 20.2.24</p>
2021	April		NEW CEMETERY	Cemeteries and Outdoor Services Manager	<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: 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</p>

				<p>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</p> <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 - 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..</p> <p>November 2022 - feasibility study received, working party to meet to discuss report.</p> <p>Jan 2023 - working party met with former Town Clerk and would report to a future meeting.</p> <p>21.2.23 – 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.</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> <p>Aug 23 - Still awaiting draft specification from Cllr Halliday.</p> <p>Sep 23 - no update,</p> <p>November 23 - Request sent to CDS to quote for : 1. Determine whether a positive view might be forthcoming from the Vale of White Horse District Council’s Planning Department; 2. If positive, check there are no restrictive covenants on the land; 3. If positive, determine the willingness of the landowner to dispose of the site at a reasonable price, subject to a groundwater survey giving positive results 4. If positive, provide the Council with indicative costs of carrying out a groundwater survey at the site. 15 Nov 2023 - Discussion with Cllr Halliday, quote received from CDS. Report to be prepared to approve agreed works. RS</p> <p>28.11.23 - report to committee 5.12.23</p> <p>December 2023 - E62/23 - RESOLVED that officers instruct CDS to carry out the tasks detailed in the report and that expenditure identified in the quote of £6,900 (excluding VAT) be authorised using budget 203/4633.</p> <p>14.2.24 - CDS instructed to proceed with survey work on proposed cemetery sites in consultation with the Cemeteries and Outdoor Services Manager.</p>
2021	January	<p>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.</p> <p>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, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.</p>	Town Clerk	<p>Jan to Mar 2021 - Commence 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, September 2021. Report of the Community Services and Events Officer on the single-use plastics policy 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.</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 & 14, Nov 2022</p> <p>Nov 2022 - briefing paper, press release and 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</p>

					<p>thereafter launch the initiative.</p> <p>Jan 2023 - 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&A and Community planning a proposal for September meeting to remove single-use plastics in markets.</p> <p>10.7.23 - Chairs of E&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> <p>5.12.23 - Agreed that the decision on a discount to be offered to stallholders who stopped using single use plastics should be made by FGAM. Town Clerk recommended consultation with market traders before implementation of any new scheme. The Chair would review the proposal based on the discussion at the meeting and would amend the date under proposal 1b to 1 April 2024. The Chair would bring a revised proposal with a proposed rental discount for market traders to the next meeting. The Town Clerk would provide costings on stall fees and officer time in managing invoicing to inform the decision.</p> <p>13.2.24 - work continues with a view to complete proposal in May 2024</p> <p>20.2.24 - GB and RS have consulted with stallholders about adjusting use of plastics. Further consultation will take place over the next 6-8 weeks, working with Anne Smart. Positive conversations so far. Formal proposal hoped for in May 2024 to include option of reduced rents for stallholders adopting changes.</p> <p>16.7.24 - The green forum asked if there was any progress on single use plastics project. Cllr Gabby Barody would be asked to update the next meeting. Officers were asked to approach new stallholders to advise them of the council's policy to take a more proactive approach. A new town council officer is expected to address this and the town clerk would be asked to advise on this.</p>
2021	January		REVIEW OF PLAY AREAS	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> <ul style="list-style-type: none"> - Boxhill and Chilton – 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 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>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 -</p>

					<p>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. Officers 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> <p>13.6.23 - Contractor should start in early July to install equipment in Boxhill and Caldecott, Larger works planned for Caldecott, with proposals to be considered later this year. Self-closing gates to be installed in July.</p> <p>10.7.23 - COSM meeting with contractor to discuss options. Quotes being obtained, update to meeting.</p> <p>26.7.23 - report from the Cemeteries and Outdoor Services Manager on a proposed new facility at Caldecott Road recreation ground. Cemeteries and Outdoor Services Manager has obtained three quotes for the work, although it was noted that material costs have increased since April so the quotes may change. The Cemeteries and Outdoor Services Manager was asked to prepare a comparative report to help the next committee meeting to better compare the quotes.</p> <p>- Officers were asked about a cycle gate at Caldecott Rec which gets in the way of accessible use of the path. The Cemeteries and Outdoor Services Manager would remove this.</p> <p>Sep 23 - cycle gates removed.</p> <p>Sep 23 - Quotes for Caldecott MUGA considered and decision made by committee</p> <p>Oct 23 - Order for MUGA placed with chosen contractor. 12 week lead time.</p> <p>28.11.23 - need to review next cycle of work</p> <p>13.2.24 - COSM to update meeting</p> <p>16.7.24 – COSM obtaining quotes for improvements in play areas. Exercise equipment to be moved together to make it easier to use. QR codes may be added if a budget is available to offer advice on using exercise equipment. TB to update next meeting with details of orders placed for equipment.</p> <p>02.9.24 - Equipment for Chaunterell Way and Masefield ordered. Work scheduled to start late sept 2024.</p> <p>Awaiting quotes for exercise equipment replacements etc</p>
2022	January		INFANT BURIAL AREA	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> <p>July to Sep 2022 - Implement infant burial area – quotes to be obtained</p> <p>January 2023 - Work ongoing to obtain quotes</p> <p>Sep 23 - no update</p> <p>Oct 23 - Works team to complete project in-house in spring 2024</p> <p>13.2.24 - works team aiming to complete project by June 2024</p> <p>16.7.24 - project moving forward, pathway and letterbox installed, expected completion shortly.</p> <p>03.9.24 - Project completed</p>
2023	September	E45/23	ACTIVE TRAVEL MAP The committee recommended a review of the map annually, commencing in September 2024	Town Clerk	<p>16.7.24 - to be reviewed in September 2024.</p> <p>05.09.24 - Outstanding CC</p>
2023	December	E63/23	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.	Cemeteries and Outdoor Services Manager	<p>13.2.24 - COSM to report to committee on 20.2.24</p> <p>20.2.24 - Report from the Cemeteries and Outdoor Services Manager on the design for new signage on town council-owned land. RESOLVED that old signs be replaced as needed with new signs as appropriate. Officers would order twelve signs, six to say 'owned', six to say 'managed', to encompass areas the town council may manage but not own.</p> <p>16.7.24 – Outdoor team has been installing new signs across the town. To retain on actions register as work is ongoing. To update in September 2024.</p> <p>03-9-24 Signs installed with no feedback from residents at this point</p>

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			- that officers consider alternate ways of signing, such as adding QR codes to identify nearby play areas;		
2024	February	E81/23	PLAY AREA IMPROVEMENTS RESOLVED to: - undertake work on exercise equipment and equipment for young children at Chaunterell Way; - install a net climbing frame and sheltered seating at Masefield Close; - review the popularity of the new equipment to be installed at Masefield Close to enable a decision to be taken on further equipment in coming years;	Cemeteries and Outdoor Services Manager	05.9.24 - Order for new equipment at Chaunterell Way and Masefield placed. Works scheduled to start late Sept 24. Awaiting quote for fitness equipment replacement, re-siting and repairs.
2024	February	E81/23	PLAY AREA IMPROVEMENTS – STORAGE CONTAINER RESOLVED to install a container at Chaunterell Way play area to store flooding equipment to enable it to be quickly distributed if flooding occurs in this area. The Cemeteries and Outdoor Services Manager would consult with Ock Valley Flood Group on how best to use the container. Officers would spend up to £5,000 from budget 201/4602, green projects.	Cemeteries and Outdoor Services Manager	16.7.24 – container paid for, concrete base to be installed before container is put in place. TG has spoken to group re decorating the container, group to submit quote. 05.9.24 - TG & JH to meet with residents to discuss equipment to store in container
2024	February	E91/23	LAND ON AUSTIN PLACE Proposal from a resident for the use of town council owned land at Austin Place. Officers were asked to prepare a proposal for the Finance, Governance and Asset Management committee on all possible options for the land. The Chair of the committee would visit the site with the Cemeteries and Outdoor Services Manager and the Town Clerk. The resident who enquired will be contacted to advise them that further investigations will take place.	Cemeteries and Outdoor Services Manager	5.9.24 - Deputy Town Clerk has prepared a report for the Committee
2024	July	E7/24	FINANCE REPORT - ALLOTMENT SUPPORT The committee was asked to consider offering the group managing West End Allotments a six month rent-free period following a prolonged period of flooding at the site. The request was not supported but the committee did undertake to consider future funding to support allotments with flood alleviation.	Councillors	