



ABINGDON-ON-THAMES TOWN COUNCIL

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Town Infrastructure Advisory Committee **Thursday 16 September 2021** **DRAFT NOTES OF MEETING**

Present:

Cllr Andrew Skinner	Chair
Cllr Neil Fawcett	Vice Chair
Cllr Grace Clifton	
Cllr Jim Halliday	
Cllr Rawda Jehanli	
Cllr Lorraine Oates	
Cllr Samantha Bowring	Leader (<i>ex-officio</i>)

In attendance:

Andy Crick	Committee Clerk (clerk to the meeting)
Nigel Warner	Town Clerk

SECTION I (Open to the Public Including the Press)

T1. Election of Chair

Cllr Andrew Skinner was nominated by Cllr Halliday, seconded by Cllr Clifton and agreed as Chair of the Advisory Committee.

T2. Election of Vice-Chair

Cllr Fawcett was nominated by Cllr Skinner, seconded by Cllr Halliday and agreed as Vice-Chair of the Advisory Committee.

T3. **Apologies**

Apologies received from Cllr Charlie Birks, Cllr Cheryl Briggs and Cllr Eric de la Harpe. Cllr Birks was substituted by Cllr Lorraine Oates.

T4. **Declarations of interest**

There were none.

T5. **Public participation**

There was none.

T6. **Notes of meeting**

The draft notes of the meeting of the Planning, Highways and Consultations Committee of 31 August 2021 were agreed as a correct record and would be signed by the Chair.

T7. **Forward Plan and Actions Register**

The Forward Plan was noted.

Actions register

The Actions register was noted.

Bus usage: Councillors requested quarterly usage figures for the bus service supported by the Town Council. The Town Clerk would place these on Sharepoint.

Forward plan

Review of local transport support	Apr to June 2021	Review of local transport support
	Jun 2021: review	Query resourcing of the local transport support - suggest transfer to July-Sept 21
<u>UPDATE</u> Councillors were advised that the Committee Clerk will be looking at this item in the current quarter. The entry will be changed to provide a date for an update.		
Albert Park Conservation Area Appraisal	Oct to Dec 2020	Conservation Area Albert submit to DC
	Jun 2021: review	Need to chase Albert Appraisal with Vale
	Oct to Dec 2021	DC to approve Albert Park Conservation Area Appraisal
<u>UPDATE</u> Cllr Halliday noted that he was the Chair of the working group. A submission was made to the Vale of White Horse District Council, which is now considering this. A revised version will be sent to the		

<p>Vale so it was agreed to change the timing for the decision of the District Council to January to March 2022.</p> <p>The benefits to residents in a conservation area are that special considerations can be made for planning applications. Any such powers require a conservation area appraisal to enforce the conservation area. Albert Park doesn't have this but it is being prepared. Area appraisals also contribute to the Neighbourhood Plan.</p>		
Neighbourhood Plan	Jan to Mar 2021	End of Stage 1; commission consultancy re stage 2 so that starts 1/4/21
	Apr to Jun 2021	Stage 2 of Plan
	Jun 2021: review	April 2021 - NP area agreed by council and steering group Stage 1 report being adopted Jun 21 and work progressing. NW to review timeline from here with Feria Urbanism
	July to Sept 2021	Draft Neighbourhood Plan complete and first 6 week consultation under reg 14
	Oct to Dec 2021	Work through consultation responses
	Jan to Mar 2022	Submit to DC for examination under reg 15; timetable then outside of everyone's control (inc. DC), for example will depend on availability of examiners etc
	July to Sept 2022	Referendum and adoption of Plan (earliest)
	Jan to Mar 2023	Referendum and adoption of Plan (backstop)
<p><u>UPDATE</u></p> <p>The dates for the Neighbourhood Plan had been updated and the Town Clerk would ensure the Forward Plan was updated accordingly. The final date for completion of the Neighbourhood Plan is still March 2023.</p>		
Travel initiatives	Jan to Mar 2021	Discuss the merits of the active travel and LCWHIP adoption by the TC.
	July to Sept 2021	Promote cycling and walking infrastructure. Awaiting LCWHIP publication prior to adoption.
Town Centre area appraisal	July to Sept 2021	Commence town centre conservation area appraisal
	Jan to Mar 2022	Submit town centre conservation area appraisal to district council
<p><u>UPDATE</u></p> <p>See note above re Albert Park. It is expected that the expertise and experience of preparing the Albert Park area appraisal will make the town centre appraisal a faster process.</p>		

T8. **Neighbourhood Plan**

A verbal update was received from Cllr Grace Clifton.

Online questionnaires to accompany the public engagement in July and August had provided 48 responses. Initial analysis showed that the environment was the key topic, followed by access and town centre issues. The comments received would be very useful to illustrate the report.

The area designation is being finalised and should be submitted shortly.

The section 14 formal consultation process will be confirmed in November to December 2021. The steering group is waiting for feedback from working groups. This will feed into the public engagement which it is hoped will be held in the Guildhall.

It may be useful to invite the Chair of the steering group to attend a future meeting and it was suggested that this could follow the public consultation.

T9. **Lead Councillors for areas of committee responsibility**

The Chair suggested that the committee could consider appointing leads/champions for areas of the committee's responsibility to ensure that matters would be addressed and that deadlines could be met. Responsibility for specific areas would be delegated to the Town Clerk, who would consult with officers and the Councillors named below. (The relevant paragraph in the scheme of delegation is included below in brackets.)

- **Neighbourhood Planning** (paragraph 5) – Cllr Clifton.
- **Planning**: to be the link with the Planning Panel (paragraph 2) and related matters set out in paragraph 4 of the scheme of delegation (strategic/development plans, proposed listed buildings, conservation areas, tree protection orders and building preservation orders), plus those areas covered by paragraph 7 – Cllr Halliday.
- **Highways/transport/parking** (paragraphs 8 and 9) - Cllr Jehanli.
- **Active travel** (paragraph 14) – Cllr de la Harpe.
- **Licensing** (paragraph 11) and house naming/ street numbering (paragraph 3). Street naming would need approval by the full committee - Cllr Fawcett.
- Responsibility for all other consultations as set out in paragraph 12 will be confirmed at a future meeting.

T10. **Planning Panel**

A report was considered on the establishment and operation of the Planning Panel.

It was noted that only planning applications raised by Councillors would be considered by the planning panel. Members of the public would not be able to propose items to consider; they would instead be referred to the planning authority. Members of the public are welcome to view any Town Council meetings and would be able to observe the planning panel if this was requested.

The Town Clerk advised that the formal status of the planning panel is a sub-committee. Once a list of applications for consideration is issued, no further items would be considered.

The Town Clerk was asked to prepare a revised report for the committee on the operation of the panel which takes into account the comments made at this meeting.

The Town Clerk was asked to write to the Civic Society to advise them of the changes made to the Town Council process and to suggest that the Civic Society ensures that it addresses any comments directly to the planning authority as well.

T11. CCTV in Abingdon

A report was considered on a request from the Vale of White Horse District Council for financial support for new CCTV cameras in Abingdon. The Vale of White Horse District Council supports CCTV targeted at areas where incidents tend to occur and consequently most of the funding is in Abingdon and Wantage.

There was some support for providing a contribution, although it was noted that the total amount requested would be 1/66th of Band D Council Tax, a 1.3% rise on the Town Council precept. If agreed, this would be a significant budget implication.

It was noted that Abingdon Town Council helps to fund a Thames Valley Police Community Support Officer (PCSO)

Abingdon is a market town which is visited by the wider community, not just Abingdon residents. Therefore, it may be inappropriate to put this cost on to Abingdon residents alone. It was suggested that the District Council should have asked for this contribution in advance of work being done in 2020 to upgrade the CCTV system and noted that the Town Council has contributed to the cost of CCTV in the past.

The Town Clerk was asked to contact the Vale of White Horse District Council to advise that this amount is not in the budget for this financial year and to note the town's contribution to the PCSO. The District Council would be asked for further details about how this service is funded. The Town Clerk was asked to report to the next meeting of the committee on 18 November 2021 to ensure that any decision could be included in the budget process.

T12. Traffic Advisory Committee

The committee agreed that a multi-agency traffic advisory committee be convened, to include elected and officer representatives of Abingdon Town Council, the Vale of White Horse District Council, Oxfordshire County Council, Thames Valley Police and Abingdon Chamber of Commerce. The proposed membership of the advisory committee was:

Abingdon-on-Thames Town Council:

Cllr Andrew Coveney
Cllr Andy Foulsham
Cllr Jim Halliday
Cllr Eric de la Harpe
Cllr Patrick Lonergan

Oxfordshire County Council:

Cllr Neil Fawcett
Cllr Dr Nathan Ley
Cllr Alison Rooke

Vale of White Horse District Council:

Cllr Cheryl Briggs
Cllr Mike Pighills
Cllr Max Thompson

Abingdon-on-Thames Chamber of Commerce:

Mr Paul Townsend

Thames Valley Police:

Mr Chris Hulme

Principal Officer, Traffic Schemes – Area Operations South, OCC:

Mr Lee Turner

Councillors supported this committee as a useful forum bringing together several agencies.

NOTIFICATIONS

T13. Oxford-Cambridge Arc

A consultation was considered from the government on creating a vision for the Arc Spatial Framework. A brief response was suggested to note that the Town Council would support sustainable transport across the proposed area and to ensure that development reflects the climate change agenda. The Town Clerk was asked to draft a response in consultation with Cllr Fawcett. The deadline is 12 October 2021.

T14. Consultations on Oxfordshire 2050 Plan

Two consultation invitations were considered from 'Need Not Greed Oxfordshire' and the CPRE. The invitation from CPRE was considered by the Planning, Highways and Consultations Committee on 31 August 2021 and referred to this committee.

The Oxfordshire 2050 Plan will carry a lot of weight in terms of planning and it is important for the Town Council to respond. Responses could highlight the climate agenda and the need for sustainable development. The Town Clerk was asked to draft responses in consultation with Cllr Fawcett and Councillors were recommended to respond individually as well.

T15. Bridge Street/East St Helens Street cycle path

A message was considered from Sarah Leeming, Interim Director, England South, Sustrans to request support from the Town Council for design work for the junction at Bridge St and East St Helen's Street. This junction has been considered dangerous for cyclists and pedestrians for some years and is part of National Cycle Network Route 5. Sustrans have paid for a member of staff who has identified this as a priority and have offered to carry out design work.

Sustrans are asking for the support of the Town Council and are not currently seeking funding. If funding was sought in future, this may be supported through Community Infrastructure Levy funding or the Council's Active Travel budget.

The Town Clerk was asked to reply to offer the Town Council's support for the proposal and to advise Sustrans that an application for a financial contribution in future would be considered positively, noting that the Town Council looked forward to seeing details of the design.

The committee suggested that an update from the Vale on the Upper Reaches would be useful at a future meeting. The Town Clerk was asked to arrange this.

T16. Dates of future meetings

The dates of future meetings of the committee were noted:

18 November 2021
13 January 2022
17 March 2022
16 June 2022

The meeting closed at 8.32pm.