



# ABINGDON-ON-THAMES TOWN COUNCIL

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## **Town Infrastructure Advisory Committee** **Thursday 16 September 2021** **AGENDA**

Date of agenda: Friday 10 September 2021

To: Members of the Town Infrastructure Advisory Committee:

Cllr Charlie Birks  
Cllr Grace Clifton  
Cllr Neil Fawcett  
Cllr Jim Halliday  
Cllr Eric de la Harpe  
Cllr Rawda Jehanli  
Cllr Andrew Skinner  
Cllr Samantha Bowring      Leader/Chair, F&GP Ctte (*ex-officio*)  
Cllr Cheryl Briggs            Mayor (*ex-officio*)

To all other Members of the Council for information only

Dear Member

Your attendance is requested at a meeting of the **Town Infrastructure Advisory Committee** to be held on **Thursday 16 September 2021 at 7.00pm**.

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. As agreed by the Town Council at its meeting on 28 April 2021, the recommendations of this advisory committee will be considered by the Urgency Committee at its next meeting. Please see the note on governance at the end of this agenda.

Members have been sent the meeting ID. Any members of the public who wish to attend should e-mail [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk) and you will be sent the relevant link on the day of the meeting.

The meeting will be conducted in the same way, as far as possible, as a meeting in person. Members of the public may view the meeting online and may, with notice, make representations, ask questions, and give evidence in respect of any item of business at agenda item 5.

**If you would like to provide written comments on any of the items in this agenda, please submit them to the town council as soon as possible so that committee members are able to view them before the meeting. If written submissions are received on the day of the meeting they may not be read.**

**Please note that the Town Council is a consultee on planning applications and any comments may best be submitted directly to the Vale of White Horse District Council [using the website which can be found here](#).**

Should any Member be unable to attend and wish to send a substitute to the meeting, they should email [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).

The agreed terms of reference for this committee can be viewed [here](#).

Any queries in relation to this agenda should be directed to Andy Crick, Committee Clerk.

Yours sincerely

*Nigel Warner*

Nigel Warner  
Town Clerk

## **Abingdon Town Council - Our Vision**

To develop an inclusive community so that Abingdon is the place where everyone wants to live and where the wellbeing of residents is prioritised. In developing this community, the town will be one which is environmentally sustainable, vibrant, resilient and safe.

### **Our key objectives**

- 1 To respond effectively and speedily to the climate emergency.
- 2 To develop a resilient, sustainable town which will provide a home for residents now and in the future.
- 3 To manage the Council's assets efficiently and effectively to meet for the needs of the community now and in the future.
- 4 To work with community partners to support those who are vulnerable and in need and to create opportunities to increase social inclusivity.

The timings provided for each agenda item are approximate and may change if some items take more or less time.

## **SECTION I (Open to the Public Including the Press)**

1. **Election of Chair** 19.00  
To elect a Chair for the Advisory Committee.
2. **Election of Vice-Chair** 19.02  
To elect a Vice-Chair for the Advisory Committee.
3. **Apologies** 19.04  
To receive any apologies for absence.  
Cllr Charlie Birks will be substituted by Cllr Lorraine Oates.
4. **Declarations of interest** 19.06  
To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.
5. **Public participation** 19.08  
Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda for any meeting of the Council (with the exception of the Annual Meeting) and its standing committees.  
Notice should be submitted in writing no later than 12 noon on the day of the meeting. This should be by e-mail to [democratic@abingdon.gov.uk](mailto:democratic@abingdon.gov.uk).
6. **Notes of meeting** 19.13  
To agree the draft notes of the meeting of the Planning, Highways and Consultations Committee of [31 August 2021](#) be agreed as a correct record, to be signed by the Chair.

7. **Forward Plan and Actions Register**

19.16

The Forward Plan was approved by Full Council on 27 January 2021 and reviewed in June 2021.

**Actions register**

The Actions register report can be found [here](#).

**Forward plan**

<b>Review of local transport support</b>	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
<b>Albert Park Conservation Area Appraisal</b>	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
<b>Neighbourhood Plan</b>	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 Fera 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)
<b>Travel initiatives</b>	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.
<b>Town Centre area appraisal</b>	July to Sept 2021	Commence town centre conservation area appraisal
	Jan to Mar 2022	Submit town centre conservation area appraisal to district council

8. **Neighbourhood Plan**

19.25

Report by Cllr Grace Clifton.

9. **Lead Councillors for areas of committee responsibility** 19.30

The committee is asked to consider appointing leads/champions for areas of the committee's responsibility to ensure that matters are addressed and that short-term deadlines can be met. Responsibility will be delegated to the Town Clerk, which will consult with officers and named Councillors.

Councillors are asked to refer to the [terms of reference](#) for full details of the committee's responsibilities.

1. Neighbourhood Planning – paragraph 5.
2. 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.
3. Highways/ transport/ parking – paragraphs 8 and 9
4. Active travel – paragraph 14
5. Licensing (paragraph 11) and house naming/ street numbering (paragraph 3). Street naming would need approval by the full committee.
6. All other consultations as set out in paragraph 12.

10. **Planning Panel** 19.40

To receive and consider a [report](#) on the establishment and operation of the Planning Panel.

11. **CCTV in Abingdon** 19.50

To consider a [report](#) on a request from the Vale of White Horse District Council that the Town Council provides financial support for new CCTV cameras in Abingdon. A report from the District Council on the operation of CCTV can be found [here](#).

12. **Traffic Advisory Committee** 20.00

The committee is asked to recommend to the Urgency Committee that a multi-agency traffic advisory committee is 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 is:

**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

**NOTIFICATIONS**

13. **Oxford-Cambridge Arc** 20.05

To consider the Government's [consultation](#) on creating a vision for the Arc Spatial Framework.

14. **Consultations on Oxfordshire 2050 Plan** 20.15

To consider responses to the attached [consultation invitation](#) from 'Need Not Greed Oxfordshire' and the invitation from CPRE, below. The invitation from CPRE was considered by the Planning, Highways and Consultations Committee on 31 August 2021 and referred to this committee.

**CPRE Request to respond to Oxfordshire Local Plan 2050**

**To note the following email from Helen Marshall, Director, CPRE Oxfordshire:**

'Re: Oxfordshire Plan 2050 – CPRE's Headline Views – Our countryside, our future

**'PLEASE RESPOND TO THE OXFORDSHIRE LOCAL PLAN 2050 CONSULTATION, BY 8 OCTOBER 2021**

'2050 may seem a long way off for all of us, but for the Oxfordshire countryside it is just a blink of the eye. And in that brief time, we could lose much that we hold precious and dear.

'So, if we want to help ensure that our countryside and rural character are still here for future generations to enjoy, we need to be fighting *now* to make sure the right policies are in place in the Oxfordshire 2050 Plan. *There's no point waiting until the bulldozers turn up!*

‘The Oxfordshire Plan will set the development framework for the county for the next three decades, including the amount of growth and broadly speaking where it will go, as well as the policies that will shape it. You can read more and find links to the consultation, being run by the Oxfordshire Growth Board, on our website [here](#).

‘We know that these consultations can be daunting, so at the bottom of that webpage you will also find:

- **CPRE Oxfordshire’s Initial Views – a high level summary explaining the consultation document and our initial views**
- **A ‘10 Minute Response’ Guide – a step by step guide to walk you through a response (it even includes a ‘1 Minute’ version for the really time-stressed!).**

‘Do you think we can accommodate growth equivalent to more than 2 new Oxfords by 2050, without damage to our environment? Do you think growth should be directed to rural Oxfordshire rather than to urban areas? Do you think we should have a policy to ensure we use land effectively, building the smaller, more affordable houses we need, or should we leave it to developers to decide? These are all issues covered in the Oxfordshire 2050 Plan and we think it’s vital that any development that comes forward does not cause undue harm to our countryside and rural character which, aside from all the other benefits to our health and well-being, are essential to our ongoing economic prosperity.

‘Our Oxfordshire leaders have promised that the Oxfordshire Plan 2050 will reflect the needs and wishes of local people, not be dictated to by top-down Government targets for the OxCam Arc or other proposals. We need your help to remind them to keep that promise.

‘We encourage you to:

1. Respond to the consultation
2. Let your local District/City/County councillor know your views – this is really important as they are unlikely to see, let alone read, all the consultation responses. If you don’t know who your councillor is, you can find out here: <https://www.writetothem.com/>
3. Ask others to do the same – tell your friends, family, social media...

‘With grateful thanks for all your support.’

## 15. **Bridge Street/East St Helens Street cycle path**

20.25

To note a message from Sarah Leeming, Interim Director, England South, Sustrans and to consider whether the Town Council could offer support via Community Infrastructure Levy funding or the Council’s Active Travel budget.

‘I wanted to let you know that Sustrans has been able to secure funding, through our DfT LCWIP support package, for the Bridge St/East St Helens/Market Place scheme development i.e. outline design. We were able to get this through on the basis of the community-led LCWIP being in place and the approximate 6 month timeline for the formal LCWIP (scheme development can only be funded through this round of LCWIP support if an LCWIP is actually in place, so we’ve done well to push this through).

‘OCC officers are aware and we’re hoping to have an inception meeting with Cathy Champion and Sam Larkin towards the end of this month. Details to be worked through, but essentially:

- Abingdon Town Centre ‘NCN 5 Missing Link’:
- An outline design, using the proposed design in the community-led LCWIP as a starting point.
- Optioneering (other options to be considered, in addition to the one put forward in the community-led LCWIP)
- Topographic survey
- Utilities search
- Traffic data analysis
- Engagement with Abingdon Liveable Streets, disability groups and other key stakeholders
- Scheme is identified in the Sustrans South Network Development Plans (ES1131GIS) and is included in the Prioritisation Output Table with a total score of 70
- Indicative costs for outline scheme design = £19k-£21k.

‘It’s beyond the original scope, but I will talk with OCC officers/Sustrans staff about whether we can expand the area, which will potentially depend on slack in the overall LCWIP budget or external funding becoming available, to look at the parking issues further down Bridge St (I’m aware of the challenges with the bridge at the moment, but a design solution for this is beyond scope).

‘Obviously funding for implementation is the next step. CIL and Sustrans NCN funding (yet to be agreed by DfT and Treasury as part of the Spending Review) are probably the key ones to target, any other ideas are welcome.

‘This feels super exciting for Abingdon, it’s such a long-standing problematic area of the town!’

16. **Dates of future meetings**

20.35

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

## **Note on Governance**

### **Context:**

At the start of the pandemic government approved the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”). These regulations enabled council meetings to take place online. However the Regulations expired on 6 May 2021. The government has not brought forward new legislation and a legal challenge in relation to the Local Government Act 1972, which if successful would have enabled virtual meetings to continue, failed.

The impact of the above is that from 7 May 2021 any meetings where decisions are taken – either by council or committees – are required to be in-person meetings.

The council has made representations to government regarding this matter as it considers this requirement to represent an unnecessary and avoidable risk to elected representatives and council officers. The council is keen to return to in-person meetings as soon as it is safe to do so but considers that councils should be able to take full advantage of modern technology to enable Councillors and the public to attend meetings virtually as well as in person.

Councils have responded in different ways to the new circumstances. At its meeting of 28 April 2021 the council decided to delegate all decision-making to an Urgency Committee comprising of 5 members. This committee will meet “in person” in accordance with the Local Government Act 1972. The council’s committees will continue to meeting virtually as Advisory Committees in order to discuss matters but will not make decisions; all committee recommendations will be referred to the Urgency Committee.

These arrangements have been made in response to the current continuing public health emergency. The arrangements are made on a temporary basis and will be reviewed regularly.

### **Council resolution of 28 April 2021**

The full text of the Council’s resolution is below:

- 1. Online attendance at Council meetings is no longer legal but the council considers that there remains a serious risk to health when meeting in person indoors. Consequently the Council delegates its powers to an Urgency Committee.*
- 2. Committees will meet online as advisory committees and will discuss business as usual. The recommendations and decisions will be advisory until they are ratified by the Urgency Committee, apart from the Planning, Highways and Consultations Committee, whose recommendations will be actioned immediately by the Town Clerk.*
- 3. Members of the public can continue to attend the advisory committee meetings via the joining link and apply to participate in the public participation section of the meeting.*
- 4. The decisions made by the urgency committee will be in accordance with the recommendations from the advisory committees and not changed without a material reason.*

- 5. The time and frequency of Urgency Committee will depend upon the urgency of recommendations coming up through the advisory committees. Non-members of the Committee and members of the public may view the meeting through the joining link but the provisions of the Council's public participation scheme will not apply.*
- 6. The urgency committee will consist of five members. In accordance with standing orders the quorum will be three members and the provisions for substitute members will apply.*
- 7. Meetings will take place subject to risk assessment and the Covid security precautions.*
- 8. These arrangements will be in place until the Urgency Committee votes to change arrangements which will depend on legislation, guidance and health advice.*

*Attendance at meetings*

- 9. With effect from 28 April 2021 any member who does not attend at least one meeting in a six-month period due to the risk to their health resulting from the Covid-19 pandemic has the requirements of Section 85 (1) of the Local Government Act 1972 waived and the time limit extended.*
- 10. The matter will be reviewed by the Urgency Committee every two months and if necessary a motion extending the time limit by a further six months will be considered.*