



# ABINGDON-ON-THAMES TOWN COUNCIL

Nigel E. Warner, M.A.(Oxon)  
Town Clerk  
Telephone: (01235) 522642  
Facsimile: (01235) 533112  
Email: [enquiries@abingdon.gov.uk](mailto:enquiries@abingdon.gov.uk)  
Website: [www.abingdon.gov.uk](http://www.abingdon.gov.uk)

Royse Court,  
Bridge Street,  
Abingdon-on-Thames,  
OX14 3HU

## Town Infrastructure Advisory Committee Thursday 18 November 2021 AGENDA

Date of agenda: Friday 12 November 2021

To: Members of the Town Infrastructure Advisory Committee:

Cllr Andrew Skinner	Chair
Cllr Neil Fawcett	Vice-Chair
Cllr Charlie Birks	
Cllr Grace Clifton	
Cllr Jim Halliday	
Cllr Eric de la Harpe	
Cllr Rawda Jehanli	
Cllr Samantha Bowring	Leader ( <i>ex-officio</i> )
Cllr Cheryl Briggs	Mayor ( <i>ex-officio</i> )

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 18 November 2021 at 7.00pm.**

Due to the Covid-19 pandemic the Town Council will hold this meeting online and not in person. The link to join the meeting was sent out on 10 November 2021. As agreed by the Town Council at its meeting on 29 September 2021, the recommendations of this advisory committee will be considered by the Town Council 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 3.

If you would like to provide written comments on any of the planning 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

## **Lead Councillors for areas of committee responsibility**

Please note that, as agreed at the meeting of the Town Infrastructure Advisory Committee on 16 September 2021, the lead Councillors for areas of responsibility are set out below. Lead Councillors are asked to ensure that matters are addressed and that deadlines are met. Responsibility for specific areas will be delegated to the Town Clerk, who will consult with officers and the Councillors named below. (The relevant paragraph in the scheme of delegation is included 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.

## **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. **Apologies** 19.00

To receive any apologies for absence.

2. **Declarations of interest** 19.02

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.

3. **Public participation** 19.04

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).

4. **Notes of meeting** 19.15

To agree the draft notes of the meeting of the Town Infrastructure Advisory Committee of [16 September 2021](#) be agreed as a correct record, to be signed by the Chair.

5. **Forward Plan and Actions Register** 19.17

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
	Jan to Mar 2022	Committee Clerk to provide update by December 2021
<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 Feria Urbanism
	July to Sept 2021	July 2021 - Public exhibition and engagement event Sep 2021 - Further refinements and create draft plan.
	Oct to Dec 2021	Oct 2021 - Public exhibition and engagement event Nov 2021 - prepare Reg 14 Draft Plan Nov 2021 - six week formal consultation <b>Nov UPDATE: Revised timetable pending, to be updated</b>

	Jan to Mar 2022	Jan 2022 - prepare Reg 16 draft plan
	Apr to Jun 2022	April 2022 - six week formal consultation
	July to Sept 2022	Prepare plan for examination mid-late 2022
	Jan to Mar 2023	Early 2023 - Professional advice during examination and referendum
<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

6. **Neighbourhood Plan** 19.30

Report by Cllr Grace Clifton.

7. **2022-23 Estimates** 19.40

To receive a [report](#) from the Deputy Town Clerk / RFO detailing the proposed restructuring of the budget (in line with the Council's new governance arrangements) and consideration of budget needs in line with the Forward Plan.

8. **Social distancing at bus stops** 19.50

To consider whether additional measures should be taken at bus stops to encourage bus users to continue to observe social distancing. Options may include adding stickers to the pavements at bus stops.

9. **20mph speed limits in Abingdon** 20.00

To receive and consider a [report](#) from the Town Clerk on whether lower speed limits should be introduced in Abingdon and if so, which parts of the town such limits should cover. This item was discussed by the Traffic Advisory Committee on 3 November 2021 and was referred by that committee to the Town Infrastructure Committee to determine a policy for the town.

## **NOTIFICATIONS**

10. **Dalton Barracks development guidelines** 20.10

To consider the recent consultation invitation from the Vale of White Horse District Council Planning Officer. The invitation is provided as a separate document which can be viewed [here](#).

The consultation ends on 18 November 2021 but the Vale of White Horse District Council has confirmed that it will accept comments from the Town Council by 19 November 2021.

11. **Town and Country Planning Association** 20.20

The Town Council has received an invitation to join the Town and Country Planning Association (TCPA) and the committee is asked to consider this invitation. The invitation is provided as a separate document which can be viewed [here](#).

12. **Oxfordshire Fire and Rescue Service Strategic Plans** 20.23

To consider a consultation invitation from Oxfordshire Fire and Rescue:

As a parish or town council with a fire station in your area you are a key stakeholder for us and we would like to make you aware of a current public consultation that we have running.

Our Community Risk Management Plan details our intentions and strategic priorities from 2022-2026 focusing on our areas of Response, Prevention and Protection. The document details how we intend to provide the best possible service to the communities of Oxfordshire.

It is important for us to hear the voice of the public and to understand their reaction to our plans. We would ask if you could provide a response from your council to help us represent the views of our communities.

If you would like an officer from our service to visit one of your meetings to discuss this then please let us know and we can arrange for that to happen. Our consultation closes on the 15<sup>th</sup> December so it would be good to visit with enough time for the council to respond to the consultation. The consultation should take about 15 minutes to complete.

The consultation can be found here:

[Community Risk Management Plan \(CRMP\) 2022-26 | Let's Talk Oxfordshire](#)

If you have any questions or any of your councillors have any questions then these can be directed directly to me.

13. **Dates of future meetings**

20.28

13 January 2022  
17 March 2022  
16 June 2022

---

**Note on Governance**

On 29 September 2021 the Urgency Committee and the Town Council reviewed the emergency governance arrangements in place during the current phase of the Covid-19 pandemic.

The council's committees continue to meet on-line as advisory committees.

The recommendations of each advisory committee are then considered by the next meeting of the town council. The town council is conducted as a hybrid meeting with those members physically present at the meeting able to vote and make decisions but with the option also for members to attend on-line, in which case they can speak but not vote.

The emergency arrangements will be reviewed regularly and at each council meeting.