



ABINGDON-ON-THAMES TOWN COUNCIL

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Town Infrastructure Advisory Committee **Thursday 18 November 2021** **DRAFT NOTES OF MEETING**

Present:

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>)

In attendance:

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

SECTION I (Open to the Public Including the Press)

T17. Apologies

There were none.

T18. Declarations of interest

There were none.

T19. Public participation

There was none.

T20. Notes of meeting

The notes of the meeting of the Town Infrastructure Advisory Committee of 16 September 2021 were agreed as a correct record and would be signed by the Chair.

Cllr Birks had been nominated at the previous meeting in his absence and agreed to take responsibility for cycling issues which arose at future meetings.

T21. Forward Plan and Actions Register

Outstanding actions on the Forward Plan were reviewed.

The Chair highlighted the importance of having reports provided in good time in advance of the meeting. It may be sensible to postpone discussion of items if reports are not available more than a week before the meeting.

Actions register

The Actions register was reviewed and updated.

Bike racks

It was proposed by Cllr Bowring, seconded by Cllr Birks and agreed **that the Town Clerk would write to the Vale of White Horse District Council to request that the bike racks outside Abbey House be used for the public.**

Local Cycling, Walking and Infrastructure Plan (LCWIP)

It was noted that it may be good to proceed with some projects while awaiting consideration of the LCWIP by the County Council. Cllr de la Harpe has asked Abingdon Liveable Streets to come up with some suggestions for projects which might be implemented quickly. **It was agreed to add an item to the next agenda for specific proposals.** It was noted that a number of these projects may be funded with Community Infrastructure Levy money.

CCTV

In relation to funding, the Vale of White Horse District Council has estimated that the cost of CCTV in Abingdon would be £75,081 a year, covering 23 cameras which are recording 24 hours a day and monitored on weekdays from 8am to midnight and on weekends from 8am to 3am. One-third of the cost (£25,027) is met by Thames Valley Police. The District Council is seeking a contribution from the Town Council of the same amount on the basis of the benefit the service provides to the town.

Contributions are made or have been agreed from the other towns in the South and Vale area which have CCTV: Didcot, Henley, Thame, Wallingford and Wantage. The Chair, Cllr Skinner, proposed looking at the amounts provided by other towns in the local area and to use this information to inform the decision on possible future funding from Abingdon Town Council. **The Town Clerk was asked to request information on levels of funding provided by other towns in the area for CCTV and PCSOs to enable a comparison to be undertaken.**

The District Council has been approached for further information on the request and has responded.

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
	Jan to Mar 2022	Committee Clerk to provide update by December 2021
Albert Park Conservation Area Appraisal		
Albert Park Conservation Area Appraisal	Oct to Dec 2020	Conservation Area Albert submit to DC
	Jun 2021: review	Revision of draft appraisal
	Oct to Dec 2021	DC to approve Albert Park Conservation Area Appraisal
	Jan to Mar 2022	Submission of draft by Town Council to the Vale of White Horse District Council
<p>Cllr Halliday provided an update by email of the dates</p> <p>It was proposed by Cllr Clifton, seconded by Cllr Fawcett and recommended to the Town Council to delegate authority to submit the appraisal to the Vale of White Horse District Council to the Town Clerk in consultation with the Chair, Cllr Skinner, and Cllr Halliday (as convenor of the working party). This will ensure that the submission is not delayed. The area appraisal is currently with District Council officers for their comments and it was agreed that the draft submission will be updated as required by the Town Clerk in consultation with the Chair, Cllr Skinner, and Cllr Halliday without consultation with the committee when these comments are received.</p> <p>The Town Clerk was requested to add any correspondence with the Vale of White Horse District Council to the correspondence folder in Sharepoint.</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	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 Nov update: a revised timetable was provided. See below.
	Nov to Dec 2021	Develop aspects of draft ideas from Focus Groups in more detail
	20-22 Jan 2022	Public engagement 1
	Feb to Mar 2022	Refine plan and create draft NP
	April 2022	Public engagement event 2 (tbc)
	May 2022	Prepare regulation 14 draft plan
Revised dates were circulated to Councillors and are reproduced above.		

More publicity on the work being done on the Neighbourhood Plan was recommended as there is limited public awareness of the project. The work has been publicised in the Town Crier but it would be good if the consultants, Feria, could be asked to continue to do this as much as possible. A Town Crier dedicated to the Neighbourhood Plan might be a good idea.		
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

T22. Neighbourhood Plan

A report was circulated to Councillors by Cllr Clifton and is reproduced below:

Since the last Town Infrastructure Committee meeting, the focus groups have finished their work and reported back on their findings to the main Neighbourhood Plan Steering Group in October. Three out of the four focus groups have completed their tasks.

The main piece of work which is outstanding is to complete the character assessment for the town which will feed into the design code for the Neighbourhood Plan.

Richard Eastham (Feria) and Simon Hills (Steering Group Chair) met with Nina Merritt, Senior Planning Policy Officer from the Vale of White Horse District Council in October to provide an update on progress. In addition, Ms Merritt attended the October meeting and provided guidance on shaping the emerging themes coming through.

The Area Designation Approval form has been submitted to the Vale of White Horse District Council and this will trigger a six-week formal public consultation, which will allow the boundaries of Abingdon, for the purposes of the Neighbourhood Plan, to be formally adopted.

The Roysse room has been booked for formal consultation on 20-22 January 2022. This has moved the timeframe somewhat but the working group is still on track for formal consultation and examination from mid-2022. Simon Hills has provided a full update on our progress for the upcoming Town Crier.

The updated timeline is as follows:

Nov/Dec 2021	Develop aspects of draft ideas from Focus Groups in more detail
20-22 Jan 2022	Public engagement 1
Feb/March 2022	Refine plan and create draft Neighbourhood Plan
April 2022	Public engagement event 2 (tbc)
May 2022	Prepare regulation 14 draft plan

I would like to formally extend my thanks to the team of volunteers who attend Steering Group meetings and carry out follow up work to inform the draft plan. In addition, the Community Services and Events Officer has provided excellent support to the Steering Group and we have benefitted hugely from her social media knowledge.

The committee noted the report.

T23. 2022-23 Estimates

The committee received and noted the 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.

Cllr Fawcett asked if Community Infrastructure Levy (CIL) funding would need a revenue line to enable spending in the coming financial year. The Town Clerk noted that budgeting for all expenditure is advisable but that CIL money can be used for supplementary spending after the budget has been set.

Cllr Jehanli joined the meeting at 7.31pm

Cllr Bowring asked for actions highlighted to be added to the Forward Plan to avoid anything being missed and to enable work to be planned and funding considered. Planning projects several years ahead would help with budget planning.

T24. Social distancing at bus stops

The committee considered 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 and notices on bus shelters to remind people of the risk to others. There was concern over stickers on pavements as there is an environmental cost and pavement marking would get old very quickly. The proposal was not supported.

T25. 20mph speed limits in Abingdon

The committee received and considered 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.

The working party should take account of the motion adopted by the Town Council and feedback received in the Neighbourhood Plan. Options to consider are a 20mph zone in the town centre, a 20mph zone across the whole town to the distributor road, and a 20mph zone across the whole town including the distributor road. It would be useful to provide some guidance to the working party and it was suggested that the working party could be asked to identify roads to exclude rather than include.

It was recommended to the Town Council that a working party be established to respond to the invitation from Oxfordshire County Council to bid for a 20mph zone in Abingdon, to invite up to six Members to join the working party, to respond to the invitation and to make a proposal about the perimeter road. Membership would be appointed by the Town Council on 1 December 2021 and the working party to report to the Town Infrastructure Committee on 13 Jan 2022.

Cllrs Halliday and de la Harpe volunteered to sit on the working party. The Chair, Cllr Skinner would contact all Councillors to alert them to this item at the Town Council meeting on 1 December 2021.

Cllr Clifton left the meeting at 8.35pm

NOTIFICATIONS

T26. Dalton Barracks development guidelines

The committee considered the consultation invitation from the Vale of White Horse District Council Planning Officer. A draft response had been prepared and would be shared with Councillors, to be amended as needed and submitted by the deadline of 19 November 2021.

T27. Town and Country Planning Association

The committee considered an invitation to join the Town and Country Planning Association (TCPA).

There is no officer resource to support this membership but it may be useful for individual Members. There needs to be demonstrable value to the membership, although it was noted that the cost is low. The committee agreed that the membership would be useful to trial for a year and the Town Clerk would apply for this if a member volunteered to deal with the membership. Cllr Halliday was suggested for this role and this would be confirmed at a future meeting.

T28. Oxfordshire Fire and Rescue Service Strategic Plans

The committee considered a consultation invitation from Oxfordshire Fire and Rescue on the Community Risk Management Plan from 2022-2026, focusing on our areas of Response, Prevention and Protection. The Chair planned to meet with the service and would notify colleagues of the appointment to give others an opportunity to attend. **The Town Clerk would prepare a response on behalf of the Town Council in consultation with Cllr de la Harpe.**

T29. **Dates of future meetings**

The dates for future meetings of the committee and items to consider were noted:

13 January 2022

- Cycling: to consider cycling projects which may be implemented.

17 March 2022

16 June 2022

The meeting closed at 8.55pm.