

**Town Infrastructure Advisory Committee, 18 November 2021  
Item 5 Actions Register**

**ABINGDON-ON-THAMES TOWN COUNCIL**

**TOWN INFRASTRUCTURE ADVISORY COMMITTEE**

**THURSDAY 18 NOVEMBER 2021**

**Agenda item 5 - Actions Register**

Meeting date	Action	Responsible	Notes and any further action required
11-Jun-19	<p><b>ROUNDBABOUTS – A15</b> The Committee received a report from Officers concerning the sponsorship and upkeep of roundabouts in Abingdon. There was some confusion as to who organises sponsorship and there was no clear indication which local authority was responsible for the whole process. South Oxfordshire District Council has an agreement with the County Council for the sponsorship and upkeep of the roundabouts but there is no such agreement with the Vale of White Horse District Council. It was resolved that this should be placed on the agenda of the next Traffic Advisory meeting. Action completed as requested. However matter ongoing, not resolved to this council's satisfaction.</p>	Town Clerk	<p>See subsequent minutes TC concern over this matter remains. 26.11.19 – Members were informed that Councillor Emily Smith of the District Council had offered to contact her officers with a view to finding a way forward with this matter. It was resolved that Members who were also Members of the District Council would speak with Councillor Smith about the importance of this matter. 25.2.20 – It was resolved that dual members of the Town Council who were also Members of the District Council take the matter of roundabouts forward and take the appropriate action to ensure progress is made on the subject. 17.3.21: to be retained as Traffic Advisory Committee is a joint committee but Amenities can continue to pursue this as a Town Council action. 3.11.21 – Traffic Advisory Committee agreed to contact the County Council to continue to pursue this.</p>
11-Jun-19	<p><b>BUS SHELTERS – A9</b> Investigate options regarding maintenance contracts for the bus shelters</p>	Cemeteries and Outdoor Services Manager	<p>4 Sep 19 - no response from maintenance companies contacted 13 Jan 21 – Outdoor Services Manager has contacted the company which installs the shelters and is seeking options. November 2021 – no update</p>

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11-Jun-19	<p><b>MARKET PLACE BINS – A14</b></p> <p>It was resolved not to replace the bins on the Market Place and the Chair agreed to respond to those organisations who had written to the Council. Officers to contact District Council re litter problem in the Bury Street shopping centre and ask for improved litter picking and bin emptying.</p>	Cemeteries and Outdoor Services Manager	<p>4 Sep 19 - JH had written to DC but no response yet          13 Jan 21 – OSM to chase response.          Green Advisory and Scrutiny Committee          18.2.21: Cllr Briggs undertook to follow this up with the Vale in her role as a Vale councillor          14.10.21 - Cemeteries and Outdoor Services Manager has reported that the problem has reduced. Times for Works Team visits have been changed to slightly later on weekend evenings and additional visits during the day to target the problem.  <b>To remove as an action?</b></p>
25-Feb-20	<p><b>BUS SHELTER SEATING AT THE HOLT – A64</b></p> <p>It was also resolved the Cemetery and Works Supervisor would look in to the possibility of installing some kind of seating at The Holt bus shelter in the Oxford Road.</p>	Cemeteries and Outdoor Services Manager	<p>18 Nov 20 - There is no room to the side of the bus shelter for seating. Any seating would have to be in the shelter and currently there is no date for replacing the shelter.          20.1.21: - Possible seating in the bus shelter at The Holt. The Outdoor Services Manager reported that a power cable had been laid right next to the existing shelter so it would be difficult to fit a stand-alone seat. The current shelter is in a reasonable condition and may be able to be modified to fit an integral seat. The Outdoor Services Manager and Cllr Birks to meet at the bus shelter to inspect it and consider options.          14.10.21 – seat installed in September 2021. The member of the public who had requested it has since contacted the council to express their thanks. Completed.</p>
25-Feb-20	<p><b>BIKE RACKS OUTSIDE CINEMA – A66</b></p> <p>It was resolved that the cinema business be approached to see if they could assist with the financing of the racks.</p>	Cemeteries and Outdoor Services Manager	<p>20 Oct 20 - not contacted and no plans during pandemic due to trading circumstances.          17.3.21: to be kept as an action for a future date.          November 2021 – Bike racks installed so item to be removed as an action.</p>
25-Feb-20	<p><b>TWINNING – A68</b></p> <p>Proposal to install a directional sign in the Roysse Garden to signpost to the twin towns be referred to the Finance and General Purposes Committee as part of consideration of resourcing for twinning matters. Officers to obtain a quote for the next F&amp;GP. (Note: organisation of any civic/ Town Council-organised</p>	Cemeteries and Outdoor Services Manager	<p>19 Oct 20 - discussed at A&amp;R mtg 23 Sep and decided to put a hold on this as all fingers would point in the same direction. LO to obtain further advice / comments from Twinning Society.          20.1.21 - Cllr Oates had spoken to the Town Twinning Society which requested a 'compass points' style sign with the flags of each country on each 'finger' of the sign. The Twinning Society had referred to the design of a similar installation in Colmar as a possible option for</p>

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	<p>twinning activities is a matter for the Community Services Committee).</p> <p>Resolved that a plaque be made to celebrate the 50th anniversary of twinning with Schongau, Bavaria and this should be displayed in the County Hall flower bed. Funding will come from the Abingdon in Bloom budget. Obtain quote for the purchase of a directional sign in the Roysse Ct Garden to signpost the twin towns - to be considered at future FGP cttee mtg</p>		<p>consideration. The Outdoor Services Manager was asked to source a quote for a finger post with five 'fingers' and to report to the next meeting.</p> <p>11.3.21 - Cllr Oates was liaising with the Twinning Society to determine exactly what they envisaged.</p> <p>17.3.21 - no update.</p> <p>27.5.21 - OSM spoke to contractor re quote, awaiting response.</p> <p>14.10.21 - Cemeteries and Outdoor Services Manager has placed the order and has been advised by the manufacturer that due to the current climate, the steel required is not available, so manufacture has been shelved for the foreseeable future.</p> <p>11.11.21 – no further update</p>
<p>20-Jan-21</p>	<p><b>BUS SHELTERS – A60</b></p> <p>two bus shelters had been completed in the past year. There may be more which could be replaced and members were asked to consider if they knew of any shelters which may need to be replaced.</p>	<p>All Committee members</p>	<p>17.3.21 - suggested sites:  The Motte – stop could be replaced to allow for a seat to be added. Stratton Way: more shelters could be installed as the bus stop for the X2 and X3 buses to Oxford is particularly busy. The Outdoor Services Manager will look at this.</p> <p>The stop on Drayton Road was put in by developers and removed as it was not sited correctly. The Town Council will ask about a new stop to be better located, funded by the developer.</p> <p>May 2021 - outstanding, Cemeteries and Outdoor Services Manager to address.</p> <p>November 2021 – this matter may now best be considered alongside the potential for external providers to replace and maintain bus shelters.</p>
<p>20-Jan-21</p>	<p><b>PLASTIC BOLLARDS FOR MARKET PLACE – A57</b></p> <p>It was agreed that the Outdoor Services Manager should liaise with the architect to arrange a meeting on site and bring a costed proposal to the March meeting of the committee, and that this would be one of the projects for the Amenities and Recreation Committee over the coming year.</p>	<p>Cemeteries and Outdoor Services Manager</p>	<p>10.3.21 - Outdoor Services Manager to report to meeting on 17 March 2021</p> <p>17.3.21: The Outdoor Services Manager is planning to meeting with the contractor in the week commencing 12 April 2021.</p> <p>27.5.21 - original contractor has pulled out, OSM to meet new contractor in June.</p> <p>14.10.21 - Cemeteries and Outdoor Services Manager has placed the order with the preferred contractor, who has ordered the bollards. Subject to delivery, work should start in November.</p>

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18-Feb-21	<p><b>LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN – GR57</b></p> <p>Meeting asked to consider adopting the draft policy which had been developed by Abingdon Liveable Streets. Draft policy submitted to Oxfordshire County Council to consider for adoption. If adopted by the Town Council it becomes a formal document to be taken into account by the planning authority. Cllr de la Harpe to provide the draft document and highlight key areas for committee members to consider. Cllr de la Harpe would circulate the link and this item would be reconsidered at the next meeting of this committee.</p>	Cllr de la Harpe, Cllr Halliday, Cllr Bowring	<p>2.4.21: The LCWIP is currently being worked on at County Council and it is hoped that it will be completed by June or July. If this is the case, there is no need for the Town Council to adopt the draft document.</p> <p>20.4.21: to keep as an active item for GASC to revisit in future when the matter has been resolved by Oxfordshire County Council.</p>
30-Mar-21	<p><b>NEIGHBOURHOOD PLAN – F175</b></p> <p>It was resolved that:</p> <p>(i) The Town Clerk apply for the Basic Grant for the 2nd stage of the delivery of the Abingdon Neighbourhood Plan</p> <p>(ii) Authority be delegated to the Town Clerk in consultation with Cllr Grace Clifton, Lead Councillor Neighbourhood Plan Steering Group, and Cllr Samantha Bowring, Chair of Finance and General Purposes Committee, to accept the quote from FERIA Urbanism, as detailed in the report. Town Clerk to agree with FERIA Urbanism</p>	Town Clerk, Cllr Bowring, Cllr Clifton	<p>(i) Basic grant will be applied for when the Neighbourhood Plan area is formally designed by the DC.</p> <p>(ii) Quote received from FERIA Urbanism for work to allow work to continue within budget</p> <p>(iii) Awaiting neighbourhood plan designation before a grant can be applied for</p> <p>Sept 2021 update – to move to Town Infrastructure</p> <p>November 2021 – awaiting plan area designation</p>
30-Mar-21	<p><b>GRANT-FUNDED BUS USAGE – F157</b></p> <p>It was noted that the review of local transport support had previously requested the provision of bus usage figures regularly. It was agreed that this should resume after lockdown ends to enable councillors to make an informed decision for the budget for 2022-3.</p>	Town Clerk	<p>August 2021 – Committee Clerk has been asked to undertake research into the bus service, including usage figures. A report will be provided for the budget cycle.</p> <p>16.9.21 - Town Clerk to place quarterly usage figures on to Sharepoint.</p> <p>4.10.21 - spreadsheet added to Sharepoint, placed in Town Infrastructure Committee folder.</p>

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09-Jun-21	<p><b>SPONSORSHIP OF BENCHES – A10</b> The Town Clerk was asked to draft a policy regarding the sponsorship of benches, taking into account: a) whether the policy will apply to new and/or existing benches; b) how the sponsorship fee would be determined, by whom and how often it would apply; c) how the suitability of the proposed location of the benches would be determined.</p>	Town Clerk	10.11.21 – report to come to meeting on 13.1.22
09-Jun-21	<p><b>RUBBISH IN THE MARKET PLACE – A12</b> Recommended to the Urgency Committee that coffee shops within the Market Place are approached by officers with a proposal for the Council to provide bins which the eating establishments would be responsible for emptying daily. If such a proposal is welcomed by the establishments, then approval to purchase the bins be delegated to Town Clerk and the Deputy Town Clerk in consultation with Cllrs Halliday and Clifton. Officers to approach coffee shops. Town Clerk to assign responsibility.</p>	Town Clerk	November 2021 – no update
09-Jun-21	<p><b>TWINNING SIGNPOST – A12</b> It was recommended to the Urgency Committee that an order be placed for an eight-armed signpost, to be placed in the Roysse Court Garden within the budget of £3,500 (from budget 299/4845 capital street furniture) be delegated to Town Clerk and Deputy Town Clerk in consultation with Cllr Halliday and Cllr Clifton and the detailed design approval to be delegated to the Cemeteries &amp; Outdoor Services Manager and Cllr Oates. Cemeteries and Outdoor Services Manager to finalise design.</p>	Cemeteries and Outdoor Services Manager	Listed twice. See update above: 25.2.20, A68

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16-Sep-21	<p><b>PLANNING PANEL – T10</b>  A report was considered on the establishment and operation of the Planning Panel. The Town Clerk to prepare a revised report for the committee on the operation of the panel which takes into account the comments made at this meeting.</p>	Town Clerk	12.11.21: report to come to meeting on 13.1.22
16-Sep-21	<p><b>PLANNING PANEL - T10</b>  The Town Clerk to write to the Civic Society to advise of 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.</p>	Town Clerk	November 2021: advised accordingly.
16-Sep-21	<p><b>CCTV – T11</b>  Request from the Vale of White Horse District Council for financial support for new CCTV cameras in Abingdon. The Town Clerk to contact the Vale 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.</p>	Town Clerk	<p>November 2021 update: please refer to report to the meeting of <b>16 September 2021</b>.  In relation to funding, the Vale estimate that the Abingdon CCTV costs will be £75,081, covering 23 cameras which are recording 24 hours a day and monitored weekdays 0800hrs to midnight and weekends 0800hrs to 0300hrs. One-third of the cost is met by Thames Valley Police i.e. £25,027. They are seeking a contribution from the town council of the same amount on the basis of the benefit to the town. Contributions are made or have been agreed from the other towns in the South and Vale area which have CCTV i.e. Didcot, Henley, Thame, Wallingford and Wantage.</p>
16-Sep-21	<p><b>BRIDGE ST/EAST ST HELENS CYCLE PATH – T15</b>  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. 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.</p>	Town Clerk	<p>12.11.21 update: the Sustrans/OCC project team are progressing well with the design/feasibility for the scheme. This is probably more information than you need, but key updates are:</p> <ul style="list-style-type: none"> <li>- Design inception meeting – actions agreed, roles confirmed and budget discussed.</li> <li>- Stakeholder list compiled – meeting within project team to take place to identify the key stakeholders and plan the stakeholder engagement workshop for Dec/Jan.</li> </ul>

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			<ul style="list-style-type: none"> <li>- Traffic data and utilities information received from OCC. Engineers have reviewed the data and identified gaps where further information is required.</li> <li>- Design Input Statement to be finalised w/c 15<sup>th</sup> November</li> <li>- Site visit to be scheduled for early Dec</li> <li>- The aim is to have the design complete by March 2022.</li> </ul>
16-Sep-21	<p><b>UPPER REACHES – T15</b></p> <p>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.</p>	Town Clerk	<p>17.11.21 - update received from Suzanne Malcolm, Deputy CEO, Place, at the Vale of White Horse District Council: 'There isn't much of a public update I can give at the moment, other than we are continuing to discuss the Upper Reaches with the long leaseholder and we are encouraging them to come forward with their plans for the site. Alongside this we are continuing to look at what powers (as a Council and also under the lease terms) we have to ensure the leaseholder addresses the issues of anti-social behaviour and vandalism. Colleagues received reassurance from the leaseholder last week that he will be taking steps imminently to address these issues.'</p>