

**Town Infrastructure Advisory Committee, 13 January 2022  
Item 5 Actions Register**

**ABINGDON-ON-THAMES TOWN COUNCIL**

**TOWN INFRASTRUCTURE ADVISORY COMMITTEE**

**THURSDAY 13 JANUARY 2022**

**Agenda item 5 - Actions Register**

**Updated 23 December 2021**

Meeting date	Action	Responsible	Notes and any further action required
11-Jun-19	<p><b>ROUNABOUTS – 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. 18.11.21 – Cllr Halliday to consult with the County and District Councils to move this project forward.</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. 18.11.21 – COSM has consulted with companies and is hoping to report back in early 2022. 6.1.21 – work ongoing, report to March meeting with options</p>

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25-Feb-20	<p><b>TWINNING – A68</b>          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 twinning activities is a matter for the Community Services Committee).          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>	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 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.          11.3.21 - Cllr Oates was liaising with the Twinning Society to determine exactly what they envisaged.          17.3.21 - no update.          27.5.21 - OSM spoke to contractor re quote, awaiting response.          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.          18.11.21 – the COSM was requested to seek an alternative supplier if materials cannot be provided. It was suggested that an alternative material might be considered and the Properties Officer might be able to advise on this at the next meeting.</p>
20-Jan-21	<p><b>BUS SHELTERS – A60</b>          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>	All Committee members	<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.          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.          May 2021 - outstanding, Cemeteries and Outdoor Services Manager to address.          November 2021 – this matter may now best be considered alongside the potential for external providers to replace and maintain bus shelters.          18.11.21 – To refine action to capture the specific information above and combine with other related actions.</p>

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			<b>Drayton Road bus shelter</b> was put in by developers and removed as it was not sited correctly. The Town Council had an action to ask about a new stop to be better located, funded by the developer. This action needs to be followed up: Town Council to contact the planning authority to ensure that the developer follows up this action.
20-Jan-21	<p><b>PLASTIC BOLLARDS FOR MARKET PLACE – A57</b>  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>	Cemeteries and Outdoor Services Manager	<p>10.3.21 - Outdoor Services Manager to report to meeting on 17 March 2021  17.3.21: The Outdoor Services Manager is planning to meeting with the contractor in the week commencing 12 April 2021.  27.5.21 - original contractor has pulled out, OSM to meet new contractor in June.  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.  18.11.21 – in hand  6.1.22 – currently being installed</p>
18-Feb-21	<p><b>LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN – GR57</b>  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.  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.  18.11.21 –noted that it may be good to proceed with projects while awaiting consideration of the LCWIP by the County Council. To add to next agenda for specific proposals.</p>
30-Mar-21	<p><b>NEIGHBOURHOOD PLAN – F175</b>  It was resolved that:  (i) The Town Clerk apply for the Basic Grant for the 2nd stage of the delivery of the Abingdon Neighbourhood Plan</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.  (ii) Quote received from Feria Urbanism for work to allow work to continue within budget  (iii) Awaiting neighbourhood plan designation before a grant can be</p>

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	(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		applied for Sept 2021 update – to move to Town Infrastructure 18.11.21 – awaiting plan area designation consultation by the Vale. List of consultees has been shared with the Vale. 6.1.22 – planning authority consultation open until 19.1.22
30-Mar-21	<b>GRANT-FUNDED BUS USAGE – F157</b> 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.	Town Clerk	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. 16.9.21 - Town Clerk to place quarterly usage figures on to Sharepoint. 4.10.21 - spreadsheet added to Sharepoint, placed in Town Infrastructure Committee folder. 18.11.21 – report in December for January meeting. 7.11.21 – see report to meeting
09-Jun-21	<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.	Town Clerk	10.11.21 – report to come to meeting on 13.1.22
20-Jul-21	<b>CIVIL PARKING ENFORCEMENT – F16</b> It was recommended: a. That the Urgency Committee note that civil parking enforcement will commence on 1 November 2021 and that the town council agency agreement in relation to the Abingdon residents' parking schemes will end as of 31 October 2021. b. That the Urgency Committee note that the council's	Town Clerk	27.7.21 - agreed by Urgency Committee September 2021 – publicised in Town Crier. Further information will be provided as this proceeds. Nov 21 - information added to the Town Council website and December Town Crier. 23.11.21 - This action had three actions and it was noted that the last action (c) remained outstanding. There is still ongoing work to do consulting with residents and working with the Vale to ensure that the

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	<p>Parking Attendant is due to be transferred to the County Council's contractor at on 1 November 2021 under the relevant TUPE provisions and that he be thanked for his work for the town council.</p> <p>c. That the Urgency Committee delegates authority to the Town Clerk to liaise with the principal authorities regarding publicity for the implementation of civil parking enforcement and that the Town Clerk be authorised to publish an online survey regarding parking in Abingdon and work with Members regarding ensuring that this survey is freely available in the town. The Town Clerk would then report back to the relevant committee regarding the findings from the survey and how these would be progressed in to actions.</p> <p>Town Clerk to liaise with the principal authorities regarding publicity for the implementation of civil parking enforcement and that the Town Clerk be authorised to publish an online survey regarding parking in Abingdon and work with Members regarding ensuring that this survey is freely available in the town. The Town Clerk would then report back to the relevant committee regarding the findings from the survey and how these would be progressed in to actions.</p>		<p>Town Council has input into this project. This item will therefore be marked as outstanding and will be transferred as an action to the Town Infrastructure Committee.</p> <p>TRANSFERRED TO TIC FROM FGAM 23.11.21</p>
16-Sep-21	<p><b>PLANNING PANEL – T10</b></p> <p>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 meeting on 13.1.22.
16-Sep-21	<p><b>CCTV – T11</b></p> <p>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</p>	Town Clerk	<p>November 2021 update: please refer to report to the meeting of 16 September 2021.</p> <p>18.11.21 – Town Clerk to request information on levels of funding provided by other towns in the area for comparison to enable an informed decision to be taken.</p>

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	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.		
18-Nov-21	<b>BIKE RACKS – T21</b> It was 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.	Town Clerk	18.11.21 - email sent to the Vale 6.12.21 - response received: 'I refer to your enquiry regarding the cycle racks which were previously used by staff outside Abbey House. The tenants of the building have the exclusive right to use the cycle racks. This is incorporated in their leases and hence I am afraid it is not possible for the racks to be shared by residents or the general public. I am sorry that I've not been able to give a more positive response.'
18-Nov-21	<b>TOWN AND COUNTRY PLANNING ASSOCIATION – T27</b> 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.		
18-Nov-21	<b>OXFORDSHIRE FIRE AND RESCUE SERVICE STRATEGIC PLAN – T28</b> 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.		7.1.22 Update: extension granted to allow for comments on the consultation; these will be submitted by the date of the TI Committee meeting
18-Nov-21	<b>ALBERT PARK CONSERVATION AREA APPRAISAL – T21</b> It was recommended to the Town Council to delegate authority to submit the appraisal to the Vale of White		1.12.21 - agreed by Town Council

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	<p>Horse District Council to the Town Clerk in consultation with the Chair, Cllr Skinner, and Cllr Halliday (as convener of the working party). This will ensure that the submission is not delayed.</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>		
18-Nov-21	<p><b>20mph ZONE – T25</b></p> <p>It was resolved 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. The membership was agreed as Cllr de la Harpe and Cllr Halliday and the working party would report to the Town Infrastructure Committee on 13 January 2022.</p> <p>Resolved to give authority to the working party to co-opt members of the public, up to a total of six members of the working group, if they have the expertise required. Officers will contact members shortly to arrange an initial meeting.</p>	Cllrs	23.12.21 - Working party has met, further meeting scheduled for 6.1.22. a verbal report will be submitted to the meeting