

**Finance, Governance and Asset Management Advisory Committee 18 January 2022**

**Agenda item 5 – Actions Register**

Updated 10 January 2022

Date of meeting	Min ref	Actions	Responsible	Update
30-May-19	G12	<p><b>GUILDHALL ACCESS</b>                      The Committee considered the proposals from Leys Longden in relation to access in the building, as detailed in their letter of 23rd May 2019.                      Resolved: to instruct Peter Turvey (Quantity Surveyor, PT Projects) to provide costings for the various options detailed in the above letter, for consideration at a future meeting of the committee.</p>	Properties Officer	<p>FGP June 2019: Agreed that the Council should not proceed with any particular option until they had fully considered all approaches in detail. The present suite of rooms allows disabled access to some of the rooms and members felt that was appropriate, at least in the short term. Resolved to recommend to Guildhall Committee that further costings and usage information be obtained.                      Matter held pending longer-term discussions in relation to building. Consideration part of the ongoing work in relation to capital improvements.                      17.5.21 - report from Properties Officer on access to Robing Room presented to GH meeting 20.5.21                      20.5.21 - delay until after lease agreed.                      Matter held pending longer term discussions in relation to building. Consideration part of the ongoing work in relation to capital improvements.                      17.5.21 - report from Properties Officer on access to Robing Room presented to GH meeting 20.5.21                      20.5.21 - delay until after lease agreed.                      September 2021 – Properties Officer currently working on a project for the Old Magistrates Court and Robing Room. Other matters remain pending resolution of the lease with the Abbey Cinema.                      17.11.21 - no further progress on plans for the Old Magistrates’ Court and Robing Room as Properties Officer continuing to work on other projects with higher priority.                      Suggestion from Cllr Bowring to add the development of this location to the Forward Plan. Requires approval by committee.</p>

**Finance, Governance and Asset Management Advisory Committee 18 January 2022**

**Agenda item 5 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
				<p>11.1.21 – in relation to the Robing Room and Old Magistrates Court Properties Officer working with Andrew Townsend Architects on proposals. Further report March 2022. Timescale: works to be undertaken by 31.12.22 subject to proposals, funding and any necessary permissions. Other access works to the complex to be reviewed following completion of longer-term lease in relation to the Abbey Hall.</p>
05-Dec-19	G49	<p><b>CONFIDENTIAL SECTIONS OF THE RECOMMENDATION ARE IN THE CONFIDENTIAL ACTIONS REGISTER</b> Resolved: (i) That the report of the Town Clerk is approved and the actions taken to date are endorsed. (ii) That matters proceed this stage on the basis of a new lease being agreed with the Regal/Abbey Cinema for the period from December 2020 to December 2024 and that for the avoidance of doubt, no further expressions of interest are requested are approved. The Town Clerk confirmed that the Regal/Abbey Cinema are happy to continue to manage the Guildhall (old side) (Note this latter action is under the Community Committee).</p>	Properties Officer	<p>Property considerations ongoing. Feb 21 – Lease negotiations are ongoing.  20.5.21 - confidential update to GH Committee provided by Properties Officer 15-07-21 Final HOT sent to Abbey Cinema for Review. Slade legal have been contacted and asked to deal with the lease renewal. A copy of the HOT has been sent. Awaiting Slade Legal to respond with formal letter of engagement. 16.9.21 –Properties Officer to report to meeting 23.11.21 - Town Clerk to report to meeting 14.1.22 – updates under confidential actions register</p>
25-Sep-19		<p><b>LEASE/LICENCE AGREEMENT WITH FOOTBALL CLUBS</b> The lease/ licence agreements with the two football clubs who operate on Town Council land have expired and are “holding over.” This means that the expired agreements</p>	Town Clerk	<p>14.1.21 – lease/licences holding over. To organise review with both clubs in February 2022 with a view to progressing matters. Report back to March 2022 meeting. Suggest this action merged with the one immediately below.</p>

**Finance, Governance and Asset Management Advisory Committee 18 January 2022**

**Agenda item 5 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
		still apply but new agreements need to be progressed, having due regard to previous discussions.		
25-Feb-20	A62	<p><b>SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS</b>                      It was resolved that the Chair would meet with the Town Clerk with a view to progressing the following two matters by the next meeting (June 2020):</p> <ul style="list-style-type: none"> <li>- SLAs with allotment associations</li> <li>- Lease / licence agreement with the two football clubs.</li> </ul> <p>These are showing as outstanding in the risk register"</p> <p>Allotment SLAs                      Football club licences</p>	Properties Officer	<p>13 Jan 21                      – Allotments: West End ready to complete.                      St Edmunds FC (Boxhill) wish to proceed with licence. Saxton Rovers responded. New team now on this matter and meeting to be arranged.                      Will transfer work to Properties Officer at appropriate point.                      17.11.21 - Allotment SLAs – Wildmoor now agreed and Drayton Rd issued to chair for comment. Agreement of licences for use of recreation pitches is delayed due to workload of Properties Officer on other matters with higher priority.                      14.1.22 – meetings to progress lease/ licences to be arranged with football clubs February 2022 with report back to this committee March 2022. Aim to clear this action and risk by 30.9.22</p>
27-Jul-20	G21	<p><b>GUILDHALL DRAINS</b>                      Resolved that:</p> <ol style="list-style-type: none"> <li>i. A civil engineer be engaged to plan a route for a new drain.</li> <li>ii. Two companies be contacted for estimates for this work due to its specialist nature.</li> <li>iii. The two companies to be contacted:                             <ul style="list-style-type: none"> <li>• Ridge due to their current knowledge of the building</li> <li>• MJA Consulting, Civil and Structural Engineers based on Abingdon Science Park. Being local they are expected to have knowledge of the local area.</li> </ul> </li> <li>iv. The Guildhall Property Working Group manage this work</li> </ol>	Properties Officer	<p>19 Oct 20 - work being overseen by Cllr Charlie Birks                      17.5.21 update from Properties Officer - drain survey carried out by Lanes for Drains back in 2020 highlighted subsidence and movement of sections within the main drain running from the Guildhall car park to the front of the Roysse office. MJM consulting engineers recommended and supplied details of companies who can assist us in undertaking necessary repairs. These companies are:</p> <ul style="list-style-type: none"> <li>- OnSite Relining</li> <li>- Wilkinson Environmental</li> <li>- MTS Cleansing</li> </ul> <p>OnSite, after reviewing our survey, are unable to assist. Both Wilkinson Environmental and MTS Cleansing have</p>

**Finance, Governance and Asset Management Advisory Committee 18 January 2022**

**Agenda item 5 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
				<p>viewed the survey and are keen to quote for repairs. Wilkinson Environmental have submitted a quote for a re-survey, jetting, lining the drain and installing a new manhole at the front of the Roysse office. A site visit from MTS Cleansing has been arranged for Monday 17th May to assess the drains prior to quotation.</p> <p>20.5.21 - item to remain on the actions register</p> <p>26.07.21 It has been decided the drainage repair works to go tender for full repair/restoration.</p> <p>23.11.21 - Investigation works and report has been instructed. See report of Properties Officer.</p> <p>11.01.22 - Ridge have conducted a topographical survey of the external grounds of the Guildhall/Abbey Hall in preparation for a feasibility report for drainage relocation works. Report back to future meeting.</p>
09-Feb-21	9	<p><b>COMMUNITY INFRASTRUCTURE LEVY CONSULTATION</b></p> <p>It was recommended to Full Council that</p> <p>(i) The policy approved by the Council on 24 June 2020 be formally adopted by the Council.</p> <p>(ii) The Committee consider the wide-range of infrastructure priorities which could be supported by CIL and consider ways in which expenditure can be balanced over three areas:</p> <p>(a) Social infrastructure: e.g. art and culture, youth services, community centres.</p> <p>(b) Physical infrastructure: e.g. pavements, cycleways,</p>	Community Services and Events Officer	<p>This item was added to the Actions Register on 23.8.21 as it had been overlooked.</p> <p>Nov-21 - decision remains outstanding. Committee to advise.</p> <p><u>14.1.22 – Committee requested now to resolve whether further consultation should take place or now be deferred to the next review of the policy.</u></p>

**Agenda item 5 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
		<p>flood defences.</p> <p>(c) Green infrastructure: e.g. play areas, public open space including grass verges, woodlands.</p> <p>(iii) A further public consultation on the approved CIL Policy take place launched in the June 2021 Town Crier magazine, or when a suitable mechanism is in place for council to conduct public consultations, whichever is sooner.</p> <p>(iv) That the council's policy and procedures for effective public consultation be considered as part of the communications review, subject to the resource requirement. The review is scheduled to be completed by 31st March 2021. Areas which the review panel should be asked to consider include: objectives, when to consult, the costs involved and how to ensure that consultation captures an effective representative cross-section of the community.</p> <p>(v) That the responses from the 2020 consultation be noted, together with the amendments suggested by Cllrs Jim Halliday and Pat Lonergan then considered alongside the June 2021 consultation responses and results.</p> <p>(vi) That the responses and results of the consultation be considered by this Committee and the policy reviewed in September 2021 or at the earliest convenient date following the consultation.</p>		
17-Mar-21	A81	<p><b>LAND OWNERSHIP</b></p> <p>The committee considered a report from the Town Clerk on the Town Council's current ownership of land and procedures to be followed to purchase and dispose of</p>	All committee members	Standing item to note for future meetings through this Action Plan

**Finance, Governance and Asset Management Advisory Committee 18 January 2022**

**Agenda item 5 – Actions Register**

Date of meeting	Min ref	Actions	Responsible	Update
		land. The report was welcomed and it was AGREED that this report would be left on the Actions Register to ensure that the Committee remains informed on the matter. Standing item to note for future meetings		
15-Jul-21	M9	<b>LIFT TO SESSIONS HALL</b> It was noted that work on a lift to the Sessions Hall may involve Ridge, who have been involved with earlier work at the County Hall museum. Andrew Lord continues to support the project as a consultant. The ambition is to have a lift which would serve both floors of the building.	Museum Manager	September 2021 - awaiting report from Ridge structural engineer before pre-planning advice is obtained. 23.11.21 - Museum Manager to report to meeting to request approval for funding a feasibility study. This matter is in the Forward Plan. The action cited here is more appropriately termed “for information.” It is suggested (i) all future updates are logged against the Forward Plan and (ii) this action be deleted from this document
23-Nov-21	FG39	<b>VALE OF WHITE HORSE DC COMMUNITY GOVERNANCE REVIEW</b> The Town Clerk would prepare a paper for the next meeting of the committee in consultation with Cllr Halliday on parish boundaries, to enable comments from Councillors to be taken into account for the submission to the District Council. It was agreed to give delegated authority to the Town Clerk to submit comments to the District Council on behalf of the Town Council.	Town Clerk	1.12.21 - agreed by Town Council 14.1.22 – report to meeting of FGAM 18.1.22. See separate item on agenda.