

**Town Infrastructure Advisory Committee, 17 March 2022
Item 5 Actions Register**

ABINGDON-ON-THAMES TOWN COUNCIL

TOWN INFRASTRUCTURE ADVISORY COMMITTEE

THURSDAY 17 MARCH 2022

Agenda item 5 - Actions Register

Updated 11 March 2022

Notation:

Amber shading – outstanding

Green shading – specific action complete (noting this may lead to another action)

Grey shading – Forward Plan item

Red font: requires consideration at this meeting

Meeting date	Action	Responsible	Notes and any further action required
11-Jun-19	ROUNDABOUTS – A15 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.	Town Clerk	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.

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	Action completed as requested. However matter ongoing, not resolved to this council's satisfaction.		18.11.21 – Cllr Halliday to consult with the County and District Councils to move this project forward. 11.3.22 – via Traffic Advisory Committee, Town Clerk to write directly to Oxfordshire County Council Chief Executive to set out the issue. Suggest this action is transferred to the Traffic Advisory Committee
11-Jun-19	BUS SHELTERS – A9 Investigate options regarding maintenance contracts for the bus shelters	Cemeteries and Outdoor Services Manager	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 11.3.22 – progressed via Admin Officer who is awaiting a proposal from a supplier. Place on agenda for June meeting.
25-Feb-20	TWINNING – A68 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&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	Cemeteries and Outdoor Services Manager	19 Oct 20 - discussed at A&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

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			<p>material might be considered and the Properties Officer might be able to advise on this at the next meeting. 11.3.22 – quote received £3,150 together with design. This has been sent to Cllr Oates to check that the design is as envisaged</p>
20-Jan-21	<p>BUS SHELTERS – A60 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 Drayton Road bus shelter 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. 11.3.22 : suggest committee formally combine this with the work on bus shelter maintenance options</p>
20-Jan-21	<p>PLASTIC BOLLARDS FOR MARKET PLACE – A57 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</p>

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			<p>order with the preferred contractor, who has ordered the bollards. Subject to delivery, work should start in November.</p> <p>18.11.21 – in hand 6.1.22 – currently being installed 11.3.22 – complete, remove from actions register</p>
18-Feb-21	<p>LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN – GR57</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> <p>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> <p>11.3.21 – see agenda item to meeting of 17 March</p>
30-Mar-21	<p>NEIGHBOURHOOD PLAN – F175 – FORWARD PLAN ITEM</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 - complete</p>	Town Clerk,	<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>18.11.21 – awaiting plan area designation consultation by the Vale. List of consultees has been shared with the Vale.</p> <p>6.1.22 – planning authority consultation open until 19.1.22</p> <p>11.3.22 – neighbourhood plan area agreed by VWHDC so relevant application may be made for Basic Grant</p>

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30-Mar-21	<p>GRANT-FUNDED BUS USAGE – F157 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	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 11.3.22 – see report to meeting of 17 March
09-Jun-21	<p>SPONSORSHIP OF BENCHES – A10 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 11.3.22 – drafted for consideration at meeting of 17 March
20-Jul-21	<p>CIVIL PARKING ENFORCEMENT – F16 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 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. c. That the Urgency Committee delegates authority to the Town Clerk to liaise with the principal authorities</p>	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 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. TRANSFERRED TO TIC FROM FGAM 23.11.21

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	<p>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>11.3.22 – current position is that OCC are focussing on implementation of current restrictions and will shortly move on to consideration of enhancements. At Traffic Advisory Cttee of 3 November Members were requested to suggest areas where</p> <p>i) on where in the town enforcement of current restrictions would make a difference; ii) on any areas where a review of restrictions may be needed. See report to Traffic Advisory Committee of 9 February 2022. Any further suggestions can still be e-mailed to democratic@abingdon.gov.uk County Officer to be invited to attend next Traffic Advisory on 8 June – Members may wish to attend this meeting so they can input directly to this matter</p>
16-Sep-21	<p>PLANNING PANEL – T10</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	<p>12.11.21: report to meeting on 13.1.22. 11.3.22: Panel members commented as follows –</p> <ul style="list-style-type: none"> • The workload for a panel of three members is high and the members involved have a lot to do in a short period of time before the meeting • The onus is on all councillors to look at applications in their own wards – they need a reminder as not all members appear to be fully engaged • The new system is not working – too much for three members to do and non-panel members sometimes refer matters late • Getting the list of applications on a Friday is an improvement • Some successes but too much for three members • Need to increase Panel to 5 members • Panel is experienced in planning but council should be offered training on planning matters (Town Clerk note: training has been offered on a number of occasion by through OALC and some of

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			<p>our members have attended – would we benefit from a session bespoke to this council?)</p> <ul style="list-style-type: none"> • Query on amount of training required – we do not make the decision and so it is appropriate if we have any doubts to refer to VWHDC and they can consider validity of comments • Consider a different evening (e.g. Thursday) so members could have the weekend to decide what should be referred and the agenda then issued early in the week (e.g. Monday). <p style="color: red;">Suggested action: refer to Governance Review Working Group as part of their work on evaluating the system introduced in September 2022 Action complete for this committee</p>
16-Sep-21	<p>CCTV – T11 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 16 September 2021. 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. 11.3.22 – action completed</p>
18-Nov-21	<p>TOWN AND COUNTRY PLANNING ASSOCIATION – T27 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.</p>	Town Clerk	<p style="color: red;">11.3.22 – no request received – do Members wish this to remain on the actions list?</p>
18-Nov-21	<p>OXFORDSHIRE FIRE AND RESCUE SERVICE STRATEGIC PLAN – T28 The committee considered a consultation invitation from Oxfordshire Fire and Rescue on the Community Risk</p>		<p>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</p>

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	<p>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.</p>		<p>11.3.22 – e-mail sent to say that whilst we had no formal comments to the consultation we were content that the Plan was comprehensive and thanked OFRS for consulting with the council. Action complete.</p>
<p>18-Nov-21</p>	<p>ALBERT PARK CONSERVATION AREA APPRAISAL – T21 – FORWARD PLAN ITEM It was 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 convener of the working party). This will ensure that the submission is not delayed. The Town Clerk was requested to add any correspondence with the Vale of White Horse District Council to the correspondence folder in Sharepoint.</p>		<p>1.12.21 - agreed by Town Council 11.3.22 – Working Group considering final draft, which will then be submitted – see Forward Plan item.</p>
<p>18-Nov-21</p>	<p>20mph ZONE – T25 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. 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>	<p>Cllrs</p>	<p>23.12.21 - Working party has met, further meeting scheduled for 6.1.22. a verbal report will be submitted to the meeting 11.3.22 – this specific action is complete</p>

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13 Jan 22	<p>T37 - CYCLE PATH BRIDGE Abbey Meadow and Barton Fields would be applicable for</p> <hr/> <p>It was agreed that the Chair of the committee would to discuss any possible improvements to the bridge Fields</p>	Town Clerk/ Chair Cllr Andrew Skinner	<p>11.3.22 – Chair advises that District Council member has advised that this work will be undertaken by VWHDC under their CIL powers. The Town Council's specific action is complete but do members wish a new action to be created to check on progress with the repairs beign undertaken by DC?</p>
13 Jan 22	<p>T38 - 20 MPH ZONES It was recommended to the town council that the town clerk write to OCC to request a blanket 20 mph limit across Abingdon and a 30 mph limit on the peripheral roads</p>	Town Clerk	<p>11.3.22: agreed by Town Council and application made. The Town Council's specific action is complete but do members wish a new action to be created to check monitor progress by OCC and also transfer to Forward Plan?</p>
13 Jan 22	<p>T40- FINGER POSTS It was recommended that the town council adopt and maintain the finger posts (installed by JET) and appropriate action be taken to maintain them</p>	Town Clerk	<p>10.3.22: Following on from the decision taken at the last Committee to adopt and maintain the finger posts in Abingdon, Cllr Jim Halliday reports that he has surveyed all the finger posts in the town centre and is drafting a report which he will shortly send to the Town Clerk so that the required maintenance work can be scheduled to be carried out by the Outside Works team, and so that orders can be placed to procure the additional fingers required. Suggest remain on actions register for now so a report can come back to next meeting regarding progress.</p>