

## ABINGDON-ON-THAMES TOWN COUNCIL

### FINANCE, GOVERNANCE AND ASSET MANAGEMENT COMMITTEE TUESDAY 21 JUNE

### ITEM 8 – ACTIONS REGISTER

Meeting date	Action	Responsible	Update
25-Feb-20	<p>"SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS</p> <p>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> <p><del>– SLAs with allotment associations – complete</del></p> <p>- Lease / licence agreement with the two football clubs. These are showing as outstanding in the risk register"</p> <p><del>Allotment SLAs – complete</del></p> <p>Football club licences</p>	Properties Officer	<p>13 Jan 21</p> <p>– 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.</p> <p>Will transfer work to Properties Officer at appropriate point.</p> <p>17.11.21 - Allotment SLAs complete. Agreement of licences for use of recreation pitches is delayed due to workload of Properties Officer on other matters with higher priority.</p> <p>17.3.22: Lease/licences holding over. Council seeking to enter into appropriate leases / licences but neither of the clubs can enter into these as the clubs are incorporated entities. This has been included in the actions plan for the strategic risk register.</p> <p>17.06.22: Meeting held with St Edmunds FC representative (Paul Carter). Meeting was requested from Saxton Rovers; following response this is now to be organised.</p>
27-Jul-20	<p>GUILDHALL DRAINS</p> <p>Resolved that:</p> <p>i. A civil engineer be engaged to plan a route for a new drain.</p> <p>ii. Two companies be contacted for estimates for this work due to its specialist nature.</p> <p>iii. The two companies to be contacted:</p> <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</li> </ul>	Properties Officer	<p>19 Oct 20 - work being overseen by Cllr Charlie Birks</p> <p>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> </ul>

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	<p>have knowledge of the local area.                      iv. The Guildhall Property Working Group manage this work                      Civil engineer be instructed to produce drainage plan;                      Estimates for drainage works be obtained</p>		<p>- Wilkinson Environmental                      - MTS Cleansing                      OnSite, after reviewing our survey, are unable to assist.                      Both Wilkinson Environmental and MTS Cleansing have 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.                      20.5.21 - item to remain on the actions register                      26.07.21 It has been decided the drainage repair works to go tender for full repair/resportation.                      23.11.21 - Investigation works and report has been instructed.                      17.3.22 - Recent drain survey has been reviewed by Ridge who have been instructed to design the necessary repairs.                      17.06.22 – see report of Properties Officer to meeting of 21.06.22 regarding proposal for works.</p>
09-Feb-21	<p>COMMUNITY INFRASTRUCTURE LEVY CONSULTATION                      Recommended to Council that                      (i) The policy approved by Council on 24 June 2020 be formally adopted.                      (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:                      (a) Social infrastructure: e.g. art and culture, youth services, community centres.                      (b) Physical infrastructure: e.g. pavements, cycleways, flood defences.                      (c) Green infrastructure: e.g. play areas, public open space including grass verges, woodlands.                      (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.                      (iv) That the council's policy and procedures for effective</p>	Community Services and Events Officer	<p>This item was added to the Actions Register on 23.8.21 as it had been overlooked.                      Nov-21 - decision remains outstanding. Committee to advise.                      13.03.22: Committee requested please to advise                      22.3.22 – draft consultations policy recommended to council to be approved.                      30.3.22 – Draft consultations policy approved by town council.                      17.06.22 – CIL Policy is in place, Members to decide if they wish to review.</p>

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	<p>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> <p>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>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> <p>September 2021 - As the policy has now been adopted and is now in place, Members are asked to consider whether to consult on this.</p>		
17-Mar-21	<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 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.</p> <p>Standing item to note for future meetings</p>	Town Clerk	<p>22 March 22 – report of Town Clerk on surplus land review.</p> <p>30 March 22 – Town Council approved recommendations to commence discussions with district council on 3 potentially surplus plots of land.</p> <p>17 March 22 – see Forward Plan item . This is now part of the discussions with the District Council regarding land ownership in Abingdon. Nothing further to report at this stage.</p>

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18-Jan-22	Consultations policy Town Clerk was requested to suggest a potential time slot within work plans for a policy on consultations to be drafted, considered and approved	Town Clerk	13.03.22 - draft consultations policy presented at committee meeting (agenda item 11). 30.3.22 – Draft consultations policy approved by town council. 17.06.22 – action complete but <b>recommend that the Council include a section in all officer reports which addresses consultation on the matter being considered.</b>

Updated June 2022