

ABINGDON-ON-THAMES TOWN COUNCIL

TOWN INFRASTRUCTURE COMMITTEE THURSDAY 21 JULY 2022

ITEM 10 – ACTIONS REGISTER

Meeting date	Action	Responsible	Update
11-Jun-19	<p>ROUNDABOUTS 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. 17.3.22 – agreed that a report from Traffic Advisory Committee be requested for the next meeting. July 2022 – no further update</p>
11-Jun-19	<p>BUS SHELTERS Investigate options regarding maintenance contracts for the bus shelters</p>	Cemeteries and Outdoor 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.</p>

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			July 2022 – report for September meeting
25-Feb-20	<p>TWINNING 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</p>	Cemeteries and Outdoor Services Manager	<p>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. Therefore, the committee may wish to revisit this action. 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 Manager might be able to advise on this. July 2022 update: Signpost ordered and awaiting delivery</p>
20-Jan-21	<p>BUS SHELTERS 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.</p>

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			<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, COSM 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>18.11.21 – To refine action to capture the specific information above and combine with other related actions.</p> <p>July 2022 update: Safer Streets funding has been awarded to enable repair and refurb of bus shelter (A4) at Stratton Way. A replacement bus shelter is planned for Oxford Road south bound.</p>
20-Jan-21	<p>PLASTIC BOLLARDS FOR MARKET PLACE</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> <p>4.1.22 - work commenced on replacing broken bollards.</p> <p>June 2022 update : work completed, action complete.</p>
18-Feb-21	<p>LOCAL CYCLING, WALKING AND INFRASTRUCTURE PLAN (LCWIP)</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.</p>	<p>Cllr de la Harpe, Cllr Halliday, Cllr Bowring</p>	<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</p>

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	<p>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>		<p>while awaiting consideration of the LCWIP by the County Council. To add to next agenda for specific proposals. 17.3.22 – Cllr de la Harpe reported that a draft LCWIP has been produced by O.C.C. recently. Awaiting further information. July 2022: further report direct to meeting</p>
30-Mar-21	<p>GRANT-FUNDED BUS USAGE 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. 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. 13.1.22 – confidential report presented to committee meeting. Agreed to arrange a meeting of the working group to then report back at March committee meeting. 17.3.22 – update provided from current bus provider, explaining likelihood of reduced service from October 2022. Town Clerk and Chair of committee to report update at a future meeting. July 2022: no further update. Usage figures available on SharePoint</p>
09-Jun-21	<p>SPONSORSHIP OF BENCHES 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	<p>10.11.21 – report to come to meeting on 13.1.22 17.3.22 – draft policy presented to committee and recommended to town council for approval, subject to some minor amendments. 30.3.22 – policy approved by Council July 2022: policy on website. Policy has been helpful with regard to a recent enquiry. Action complete</p>

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20-Jul-21	<p>CIVIL PARKING ENFORCEMENT 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 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 into actions.</p>	Town Clerk	<p>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 July 2022: Completed parts of action indicated by strikethrough. Council previously advised by OCC that it was premature to ask through survey on parking issues with a view to identifying areas where changes could be considered- Town Clerk to check current position with OCC</p>
16-Sep-21	<p>PLANNING PANEL 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 come to meeting on 13.1.22 17.3.22 – Verbal report from Town Clerk. Recommended to Town Council that panel be increased from 3 to 5 members to spread the workload. 30.3.22 – recommendation approved by Council. July 2022 – changes made and action complete</p>
16-Sep-21	<p>CCTV 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</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</p>

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	<p>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>		<p>funding provided by other towns in the area for comparison to enable an informed decision to be taken. Jan 22 – funding included in 2022-23 council budget resolved at 26 Jan 2022 council meeting. July 2022 – action complete</p>
18-Nov-21	<p>TOWN AND COUNTRY PLANNING ASSOCIATION 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	July 2022: Town Council in membership at promotional rate of £90
18-Nov-21	<p>OXFORDSHIRE FIRE AND RESCUE SERVICE STRATEGIC PLANS 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.</p>	Town Clerk	July 2022: action complete
18-Nov-21	<p>ALBERT PARK CONSERVATION AREA APPRAISAL 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 convenor 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>	Town Clerk	1.12.21 - agreed by Town Council July 2022 update:

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13-Jan-22	<p>CYCLE PATH BRIDGE It was agreed that the Chair of the committee would contact VOWHDC Cllr Mike Pighills to discuss any possible improvements to the bridge between Abbey Meadows and Barton Fields</p>	Cllr Andrew Skinner	17.3.22 – Cllr Skinner reported that he had spoken to District Cllr Pighills who had agreed that it would be appropriate to use CIL monies. Cllr Skinner stated this should be district council CIL share and not ATC share as it is district council property. July 2022 – complete as regards this council’s action.
17 Mar 22	<p>PLANNING PANEL RESOLVED that the size of the Planning Panel be increased from three to five members. RESOLVED that Cllr Grace Clifton be appointed to serve on the planning panel.</p>	Town Clerk	30.3.2022 – approved by Town Council action complete
17 Mar 22	It was RESOLVED that authority be delegated to the Cemetery and Outdoor Services Manager to utilise funding from the street furniture budget to incorporate appropriate corporate identification on street furniture at his discretion.	Cemetery and Outdoor Services Manager	30.3.2022 – approved by Town Council, delegation noted and action complete
Mar 22	<p>WC facilities in Abingdon</p> <p>RESOLVED that the Town Clerk write to the district council to ask for</p> <ol style="list-style-type: none"> 1. an update in relation to the toilets in Hales meadow, 2. State that the toilets in the Abbey Meadow require urgent repair specifically the Changing Spaces facility; and those in the Charter are dilapidated – what are the Vales intentions. 3. To request that the district council review all their signage in relation to the public toilets and keep them up to date. 4. In recognition of fact that any works in relation to the public toilets will take some time to complete and that the town council requests a contribution from 	Town Clerk	<p>Update 29 June 2022:</p> <ol style="list-style-type: none"> 1. an update in relation to the toilets in Hales meadow, - they should all be working fine, problem with door opening has been rectified 2. State that the toilets in the Abbey Meadow require urgent repair specifically the Changing Spaces facility; and those in the Charter are dilapidated – what are the Vales intentions. We have met with a local cllr and the issue with the Changing Places door at Abbey M has been rectified. We are seeking quotes to carry out repairs to the toilets at the Charter which are closed due to extensive vandalism

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	<p>the district council amounting to 50% of the costs incurred by the town council in operating the 'Space for Change' in the Guildhall.</p>		<p>3. To request that the district council review all their signage in relation to the public toilets and keep them up to date. Noted for DC officer to consider</p> <p>4. In recognition of fact that any works in relation to the public toilets will take some time to complete and that the town council requests a contribution from the district council amounting to 50% of the costs incurred by the town council in operating the 'Space for Change' in the Guildhall. Please let us know the amount of 50% of the cost so we can consider.</p> <p>15.07.22 Update: TC to advise VWHDC in relation to the cost in 4 (above). Otherwise action as requested is complete.</p>
<p>17 Mar 2022</p>	<p>STRATTON WAY UNDERPASS</p> <p>a) The Town Clerk seeks approval from the relevant Oxfordshire County Council department to permit the town council to repair and repaint the murals in the Stratton Way underpass.</p> <p>b) that once permission has been obtained the town council commissions a local artist, (ideally to be aided by pupils of Abingdon schools), to undertake repairs to the existing murals in the underpass and install a new Platinum Jubilee mural on those parts of the underpass which currently do not feature a mural, and,</p> <p>c) the committee delegates approval of the contracting arrangements to the Town Clerk in consultation with the committee chair.</p>	<p>Town Clerk</p>	<p>15.07.22 update: Permission granted subject to liaise regarding the works to be undertaken. Now to proceed to (b)</p>

Updated July 2022