



ABINGDON-ON-THAMES TOWN COUNCIL

Nigel E. Warner, M.A.(Oxon)
Town Clerk
Telephone: (01235) 522642
Facsimile: (01235) 533112
Email: enquiries@abingdon.gov.uk
Website: www.abingdon.gov.uk

Royse Court,
Bridge Street,
Abingdon-on-Thames.
OX14 3HU

Town Infrastructure Committee 21 July 2022 DRAFT MINUTES

Present:

Cllr Samantha Bowring
Cllr Andrew Skinner
Cllr Jim Halliday

On-line :
Cllr Neil Fawcett

In attendance:

Nigel Warner
Paula Lopez

Town Clerk
Locum Deputy Clerk

SECTION I - Open to the Public Including the Press

IF1/22. **To elect a Chair and Vice Chair for the 2022-2023 Municipal Year**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Bowring, and **RESOLVED** that Cllr Skinner be appointed Chair for the Municipal Year 2022-2023.

The appointment of the Vice Chair to be decided at the next meeting in September.

IF2/22. **Apologies**

Apologies were received from Cllr Grace Clifton, Cllr Eric de la Harpe and the Mayor Cllr Andy Foulsham.

IF3/22. **Declarations of interest**

There were no declarations of interest made.

IF4/22. **Terms of Reference**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Bowring, and **RESOLVED** that, the Terms of Reference for this committee be **APPROVED**.

IF5/22. **Lead Councillors for areas of committee responsibility**

The following changes were **agreed**,

Licensing (paragraph 11) – Cllr Fawcett

House naming/street numbering, (paragraph 3) - Cllr Halliday, however street naming would need approval by the full council.

IF6/22. **Public Participation**

There was no public participation.

IF7/22. **Notes of meeting**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Skinner and **RESOLVED** that, the draft notes of the Town Infrastructure committee meeting of 17 March 2022 be signed as a correct record.

IF8/22. **Matters Arising**

Cllr Halliday raised some points, these are in the updated Forward Plan and Actions Register.

IF9/22. **Forward Plan**

The Forward Plan was considered and updated.

| | | |
|---|------------------|--|
| Review of local transport support | Apr to June 2021 | Review of local transport support |
| | Jun 2021: review | Query resourcing of the local transport support - suggest transfer to July-Sept 21 |
| | Jan to Mar 2022 | Report to January 2022 meeting approved |
| | Update Mar 2022 | See report on agenda for meeting of 17 March 2022, this will issue will require urgent consideration. Staff resources are under some pressure at present but this will have to be progressed |
| | July 2022 | No progress to report due to lack of resource for this work. Action – pending current officer recruitment |
| The above is on the Actions Register | | |
| Albert Park Conservation | Oct to Dec 2020 | Submit to DC |
| | Jun 2021: review | Chase Albert Park Appraisal with Vale |

Town Infrastructure Committee 21 July 2022 – Minutes

| | | |
|---|-------------------|--|
| Area Appraisal – updated timescale | March 2022 update | Working Group to submit final version for approval by VHHDC by 30 September 2022 |
| The above is on the Actions Register | | |
| Neighbourhood Plan – updated to reflect March 2022 timescale. See now latest report at agenda item 11 from Cllr Grace Clifton | Jan to Mar 2021 | End of Stage 1; commission consultancy re stage 2 so that starts 1/4/21 |
| | Apr to Jun 2021 | Stage 2 of Plan |
| | Jan to June 2022 | Neighbourhood Plan area agreed by VWHDC March 2022 Public engagement Prepare Reg 14 draft plan |
| | Jun/Jul 2022 | Six-week formal consultation by Town Council |
| | Sept/ Oct 2022 | Prepare Reg 16 plan and submit |
| | Autumn 2022 | Six-week formal consultation (run by VWHDC) |
| | Jan to May 2023 | Examination and referendum |
| Travel initiatives | | |
| Travel initiatives | Jan to Mar 2021 | Discuss the merits of the active travel and LCWHIP adoption by the TC. |
| | July to Sept 2021 | Promote cycling and walking infrastructure. Awaiting LCWHIP publication prior to adoption. |
| | March 2022 update | See separate item on agenda for meeting of 17 March 2022 Cllr de la Harpe reported that a draft LCWIP has been produced by OCC recently. Awaiting further information <u>21.6.22</u> – This was discussed under Agenda 12 - Cllr Fawcett updated members – the outline design was generally supported, the next stage was to go to Cabinet for approval. |
| The above is on the Actions Register and separate agenda item at this meeting, item 12. | | |
| Town Centre area appraisal -revised March 2022 – to commence following formal submission of Albert Park Conservation Area Plan | July to Sept 2022 | Commence town centre conservation area appraisal |
| | Jan to Mar 2023 | Submit town centre conservation area appraisal to district council Update July 2022: delayed pending completion of Albert Park Conservation Area Appraisal. |

IF10/22. **Actions Register**

Members considered progress on actions and the Actions Register was updated.

Here Cllr Fawcett joined the meeting online – 08:02pm.

IF11/22. **Neighbourhood Plan**

A written update from Cllr Grace Clifton attached was noted.

Cllr Bowring requested the Town Council ask that the Neighbourhood Plan Steering group provide critical dates so that this could be communicated in the Town Crier.

The Town Clerk to ask Cllr Clifton to let Cllr Fawcett know when the next meeting of the steering group is due to take place.

There was a dedicated website in relation to the Plan which could be accessed [here](#).

IF12/22. **Cycling and Walking**

Cllr Fawcett updated members – the outline design was generally supported, the next stage was to go to Cabinet for approval.

IF13/22. **Finance Report**

It was by **proposed** by Cllr Halliday, **seconded** by Cllr Bowring and, **RESOLVED** that the report from the Finance Officer which included the Management Accounts for the period 1 April – 30 June 2022, be **APPROVED**.

IF14/22. **Land and Property review**

Members noted the Town Clerks report and that he had chased for a further update on those pieces of land that the Vale of the White Horse District Council were looking to sell and he would report further before the next meeting.

Members congratulated officers for completing the register.

IF15/22. **Future Agenda items**

- List of policies and established practices pertaining to the work of this committee.
- CCTV cameras in areas of concern. Report update and maps showing where current CCTV cameras are sited.
- Grass verges – parking.
- Report and update on bus shelters
- Grant funded bus usage

IF16/22. **Dates of Future meetings**

The date of the next meeting was noted as 22 September 2022.

The meeting rose at 08:47pm.