



## Abingdon-on-Thames Town Council

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### Town Infrastructure Committee

Thursday 12 January 2023

### DRAFT MINUTES

#### Present:

Cllr Andrew Skinner

Chair

Cllr Grace Clifton

Cllr Eric de la Harpe

Cllr Jim Halliday

Cllr Samantha Bowring

Chair of the Finance, Governance & Asset Management  
Committee – ex officio

#### In attendance:

Cllr Charlie Birks

Andy Crick

Paula Lopez (on-line)

Alan Rouse

Democratic Services Officer

Locum Deputy Town Clerk

Town Clerk/Chief Executive

## **SECTION I - Open to the Public Including the Press**

#### IF36/22. **Apologies**

Apologies were received from Cllr Fawcett. Cllrs Jehanli, Maddison and the Mayor, Cllr Foulsham were not in attendance.

#### IF37/22. **Declarations of interest**

There were none.

#### IF38/22. **Public participation**

There was none.

IF39/22. **Minutes**

It was **proposed** by Cllr de la Harpe, **seconded** by Cllr Halliday and **RESOLVED** that, subject to the amendment that it be noted that Cllr Clifton was only present for one item, IF27/22, the minutes of the Town Infrastructure Committee meeting of [24 November 2022](#) be signed as a correct record.

Cllr Bowring joined the meeting at 7.08pm

IF40/22. **Matters arising**

Cllr Skinner asked about street naming and which committee would have responsibility for this. It was confirmed that responsibility for street naming rested with this committee but the terms of reference for the working party would be amended to enable it to make a decision if time was an issue. All councillors should be aware of any such naming decisions as they will appear in meeting records.

IF41/22. **Forward Plan**

The forward plan was reviewed. It was noted that actions on the Forward Plan often duplicate with those on the actions register. The Deputy Town Clerk would amend the relevant records to reflect this.

The forward plan refers to an item on the agenda: this is from a previous meeting and needs amending.

IF42/22. **Actions register**

The actions register was reviewed and updates provided as follows.

**Roundabouts**

Cllr Skinner has written to the County Council Executive Member for Transport and is awaiting a reply. It is hoped that this matter can be pursued with councillors in other authorities to help address this outstanding issue. It was suggested that the Town Clerk should write as well as this may help to progress this matter.

**Bus shelters**

Information has been received from a possible provider but no cost figures. More information will be sought.

A replacement bus shelter on Stratton Way has been installed but the noticeboard on the original shelter was not replaced. The committee asked if officers could look into a replacement noticeboard when considering new bus shelters.

Twinning signpost

The signpost has been procured and is due to be installed shortly. The committee endorsed the request from Cllr Oates, the Councillor responsible for Twinning, for a formal unveiling ceremony when it is installed, with representatives from twinning partners invited to attend.

Grant-funded bus usage

The Town Clerk was asked to identify capacity for the forward plan to address this priority. Officers were requested to routinely share the latest bus usage figures.

Civil parking enforcement

The Town Clerk was asked to identify officer capacity for a parking survey to be conducted. It was suggested that Councillors could be involved in this given their local knowledge of parking issues.

Albert Park Conservation Area

The version two appraisal has been submitted to the Vale of White Horse District Council and changes suggested, to be addressed. A final version will be submitted to the district council, after which the town council will be asked to comment and residents will then be consulted.

Stratton Way underpass

Youth voice have been contacted with a view to their involvement in this project and they are keen to be involved. Designs have been submitted and are waiting for approval by officers. The Town Clerk will contact Youth Voice to confirm the plans. The proposal is to refresh the existing mural and extend new designs to unused areas.

IF43/22. **Finance Report**

Finance report

The committee received and considered the finance report on the management accounts to 30 November 2022 from the Responsible Finance Officer (RFO), including the statement of account.

It was **proposed** by Cllr Skinner, **seconded** by Cllr de la Harpe and **RESOLVED** that the report be accepted.

Budget report

The committee received and considered a [budget report](#) from the RFO, including draft budget estimates ([appendix A](#)) for 2023-4. Some suggestions were made to amend the budget as follows:

Street furniture - a request has been made for a noticeboard about twinning to be installed near the new twinning signpost in Roysse Court Gardens. It was suggested that this be considered by the next council.

Bus shelters - Several bus shelters have been identified for improvement or replacement and officers were asked to confirm appropriate funding in the draft budget.

Active travel – no money has been spent this year so an additional budget may not be needed for next year.

Neighbourhood Plan – officers were requested to revise the budget report, which states ‘as there had been no movement’ on this project. It was noted that much work had been undertaken but there had been no budget spending. It was agreed to delete the line.

It was **proposed** by Cllr Skinner, **seconded** by Cllr de la Harpe and **RESOLVED** that the budget report with draft estimates for 2023-4 be agreed, with the proviso that the RFO would revisit the street furniture budget

IF44/22. **Neighbourhood Plan**

The committee received and considered an update by way of report from Simon Hills, Chair of the Neighbourhood Plan Steering Group. A lead councillor was recommended and it was suggested that this could be raised at Council to give all councillors an opportunity to take on this role.

Cllr Clifton has now stepped down from this Steering Group and it was **proposed** by Cllr Skinner, **seconded** by Cllr Bowring and **RESOLVED** to offer a vote of thanks to Cllr Clifton for her work in supporting the Neighbourhood Plan.

IF45/22. **CCTV**

The Chair gave an update on the request from the Vale of White Horse District Council for support from the town council for CCTV provision in Abingdon. The Town Clerk was asked to advise if an increased level of funding is included in the 2023-4 budget.

IF46/22. **Water resources management plan**

The committee received a consultation invitation from Thames Water and considered whether the town council should respond. The deadline for the consultation is 21 March 2023.

It was noted that the targets to reduce water leaks by 50% by 2050 and to build a new reservoir near Drayton by 2040 were unambitious and the wrong way round.

It was suggested that more grey water could be encouraged in new developments.

It was **proposed** by Cllr Halliday, **seconded** by Cllr de la Harpe and **RESOLVED** that Cllr Clifton be asked to prepare a response, in consultation with other councillors, for the Town Clerk to review and send if agreed.

IF47/22. **Vale of White Horse and South Oxfordshire District Councils Joint Local Plan**

The committee noted the update from the Vale of White Horse District Council on the Joint Local Plan 2041 being prepared with South Oxfordshire District Council.

IF48/22. **Public conveniences**

The committee noted the information provided on public conveniences in Abingdon. Officers were asked to put a notice on the door of the 'space for change' toilet at the Guildhall to advise residents that toilets are available in Abbey House.

The Town Clerk was asked to report on options for providing access to toilets in Town Council buildings.

IF49/22. **Abingdon Marathon**

The committee noted the date for the Abingdon Marathon: Sunday 22 October 2023.

IF50/22. **Publicity**

Items suggested for publicity:

- Availability of public toilets
- Thames Water consultation
- Twinning signpost and unveiling event

IF51/22. **Future Agenda items**

The following items were noted as future agenda items:

- List of policies and established practices pertaining to the work of this committee.
- Grass verges – parking.
- Report and update on bus shelters
- Neighbourhood Plan
- General report on the condition of bus shelters
- Albert Park Conservation Area
- Roundabouts
- Report on signage around the town centre, as discussed on 24.11.22 (IF30/22)

IF52/22. **Dates of future meetings**

The dates for future meetings were noted.

- 9 March 2023
- 8 June 2023

The meeting closed at 8.37pm

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