

## ABINGDON-ON-THAMES TOWN COUNCIL

Finance, Governance and Asset Management Committee, Tuesday 17 January 2023

### ITEM 13 – ACTIONS REGISTER

Meeting date	Action	Responsible	Update
25-Feb-20	<p>"SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS 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): <del>–SLAs with allotment associations–complete</del> - Lease / licence agreement with the two football clubs. These are showing as outstanding in the risk register" <del>Allotment SLAs – complete</del> Football club licences</p>	Properties Officer	<p>13 Jan 21 – 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. Will transfer work to Properties Officer at appropriate point. 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. 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. 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. 26.7.22: Allotments complete, awaiting meeting with the Manager of the football club which is likely to be in August. 07.10.22 – Properties Officer and Outdoor services Manager are arranging a meeting with the football club manager. 12.01.23 – Properties Officer since October 2022 has been trying to agree a meeting with the Chair of Saxton Rovers FC. A lease cannot be signed because the club does not hold a charitable status. The club instead can be granted a licence to use the pavilion, pitch, and training pitch. Properties Officer will</p>

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			continue to try and arrange a meeting to sign a licence with the Club Chair.
27-Jul-20	<p>GUILDHALL DRAINS Resolved that:</p> <p>i. <del>A civil engineer be engaged to plan a route for a new drain.</del></p> <p>ii. <del>Two companies be contacted for estimates for this work due to its specialist nature.</del></p> <p>iii. <del>The two companies to be contacted:</del></p> <ul style="list-style-type: none"> <li><del>• Ridge due to their current knowledge of the building</del></li> <li><del>• MJA Consulting, Civil and Structural Engineers based on Abingdon Science Park. Being local they are expected to have knowledge of the local area.</del></li> </ul> <p>iv. The Guildhall Property Working Group manage this work Civil engineer be instructed to produce drainage plan; Estimates for drainage works be obtained</p>	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> <li>- Wilkinson Environmental</li> <li>- MTS Cleansing</li> </ul> <p>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.</p> <p>20.5.21 - item to remain on the actions register</p> <p>26.07.21 It has been decided the drainage repair works to go tender for full repair/resportation.</p> <p>23.11.21 - Investigation works and report has been instructed.</p> <p>17.3.22 - Recent drain survey has been reviewed by Ridge who have been instructed to design the necessary repairs.</p> <p>17.06.22 – see report of Properties Officer to meeting of 21.06.22 regarding proposal for works.</p> <p>21.07.22 – further update agenda item 8 meeting of 26 July</p> <p>26.7.22: Awaiting date from the contractor.</p> <p>07.10.22 Ridge will submit tender documents to the contractors no later than Monday 10th October. Following this there will be a three-week tender period, with a two-week review window before we provide our tender analysis</p>

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			12.01.23 Tender quotes came very over budget and were refused. Up to date investigations have been undertaken on the condition of the drain and confirmed no further subsidence since 2020. The drain will be fully lined to prevent any further subsidence and blockages, reducing the need for 6 monthly flushing to annually. Lining with drain will be affective for up to 15yrs
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 transferring to Properties Officer	<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> <p>26.7.22: This was discussed in confidential with the Actions Register.</p> <p>07.10.22: See confidential agenda update.</p> <p>12.01.23 No further action has been taken on this matter by the Properties Officer.</p>
26 July 22	<del>Members agreed the hanging of the WI millennium wall hanging in the Guildhall and asked the Properties Officer to meet with the WI to find a suitable spot where it could be hung.</del>	Properties Officer	<p>07.10.22 Properties Officer has the wall hanging which will go up on the wall of the Bridge Street Foyer WC 10 October 2022.</p> <p>12.01.22 The wall hanging in place within the Guildhall Bridge Street entrance foyer.</p>
26 July 22	The Properties Officer was asked to work with the Finance Officer to look at prioritising projects in terms of meeting Council's objectives and bring this back to the next meeting	Properties Officer/ Finance Officer	<p>07.10.22 Properties Office will schedule a meeting with the Finance Officer for November 2022.</p> <p>12.01.23 Properties Officer has met with Finance Officer and agreed works budget for 2023/24 which will be submitted to council for final approval</p>

Updated 12 January 2023