



## **Abingdon-on-Thames Town Council**

Royse Court Offices, Bridge Street, Abingdon, OX14 3HU

Alan Rouse, Town Clerk/Chief Executive

Telephone: 01235 522642

Email: [enquiries@abingdon.gov.uk](mailto:enquiries@abingdon.gov.uk)

Website: [www.abingdon.gov.uk](http://www.abingdon.gov.uk)

### **Town Infrastructure Committee**

**Thursday 9 March 2023**

#### **Draft minutes**

Present:

Cllr Andrew Skinner  
Cllr Samantha Bowring  
Cllr Grace Clifton  
Cllr Neil Fawcett  
Cllr Jim Halliday  
Cllr Eric de la Harpe

Chair  
ex-officio, Chair of FGAM

In attendance:

Andy Crick  
Alan Rouse

Democratic Services Officer (clerk to the meeting)  
Town Clerk/Chief Executive

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

### **IF53/22 Apologies**

Apologies were received from Cllr Rawda Jehanli. Cllr Rob Maddison did not attend the meeting.

### **IF54/22 Declarations of interest**

There were none.

### **IF55/22 Public participation**

There was none.

## IF56/22 Minutes

Amendments:

Minute IF40: replace 'working group' with 'planning panel'.

Minute IF41: replace 'reflect' with 'remedy'

Minute IF42: the request was to add a noticeboard to the existing bus shelter on Stratton Way so the phrase 'when considering new bus shelters' should be deleted.

It was **proposed** by Cllr Skinner, **seconded** by Cllr de la Harpe and **RESOLVED** that, subject to the amendments made, the minutes of the Town Infrastructure Committee meeting of 12 January 2023 be signed as a correct record.

## IF57/22 Traffic Advisory Committee

The committee received and noted the minutes of the meeting held on 9 February 2022 and the draft minutes of the meeting held on 8 February 2023.

9 February 2022, T27

Paragraph 1 refers to parking on grass verges on Northcourt Road. The grass verges in question have wooden bollards on them so it is not possible to park on them.

8 February 2023, TA6/22, item 1, speed indicator signs

A budget for speed indicator signs was agreed by the town council in 2022. Power to install these signs rests with the county council, although it can be delegated to town and parish councils. The county council has a small third party support budget to provide match funding for town and parish councils to help with the installation of sign posts and moving signs between posts. **It was agreed that the town council would liaise with the county council over speed indicator signs and the installation of sign posts and would identify potential sites for the speed cameras through the Town Infrastructure Committee.** This item has been added to the actions register for this committee.

It was **proposed** by Cllr Halliday, **seconded** by Cllr Clifton and **AGREED** to ask officers to email town councillors to request suggestions for locations to site speed indicator signs and to liaise with the Chair of the Town Infrastructure Committee and the county council on these proposed locations so that the town council is prepared for the installation of signs.

## IF58/22 Finance Report

The committee received and considered the finance report on the management accounts to 28 February 2023 from the Responsible Finance Officer (RFO), including the statement of account. It was **proposed** by Cllr Halliday, **seconded** by Cllr Fawcett and **RESOLVED** that the report be accepted.

The committee requested that more detailed narrative information is provided by the RFO on individual budget items listed.

A query was raised over additional expenditure above the agreed budget for a specific item and the mechanism for officers to authorise such additional spending. The Town Clerk would look at the scheme of delegation and report back to the committee.

### IF59/22 **Neighbourhood Plan**

The committee considered progress on the Neighbourhood Plan. A report had been shared with councillors by the consultants supporting the project, Feria.

Cllr Pat Lonergan is not a member of the Town Infrastructure Committee but has agreed to be the town council's liaison with the Neighbourhood Plan steering group. Cllr Halliday had agreed to act as deputy to Cllr Lonergan and would speak to Cllr Lonergan to agree a mechanism for reporting on the work undertaken.

The committee asked the Town Clerk to undertake the following actions to report to the next meeting of the committee:

- name a lead officer within the town council
- review the process around the Neighbourhood Plan
- review the contract with Feria.

The committee noted that a number of character assessments remained outstanding and asked the Town Clerk to request a list of assessment areas from the Chair of the steering group, Simon Hills.

### IF60/22 **Grant funded bus usage**

The committee reviewed the latest bus usage figures for the number 41 bus, which is supported financially by the town council. The committee agreed to reconvene the bus usage working party to review earlier work on public transport options. Cllr Bowring agreed to do this. Members of the working party when it previously met were Cllr Samantha Bowring, Cllr Helen Pighills, Cllr Gabby Barody, District Councillor Mike Pighills and County Councillor Alison Rooke.

### IF61/22 **20mph speed limit update**

The committee agreed that a working party should be established to consider the proposed new speed limit for Abingdon and the concerns raised by Oxford Bus Company, which runs a number of services in Abingdon. The working party would be asked to report to the town council. The members of the working party were Cllr Jim Halliday and Cllr Eric de la Harpe. Cllr de la Harpe would contact Oxford Bus Company to arrange a meeting.

IF62/22 **Street naming**

To consider the following proposal:

It was **proposed** by Cllr Halliday, **seconded** by Cllr Clifton and **AGREED** that:

Abingdon Town Council requests the Vale of White Horse District Council place a street naming sign be installed at the Market Place end of Queen Street, i.e. at the southern end of [the footpath shown here](#) and that it reads 'Queen Street' in large type, '(Formerly known as Otwell Lane)' in small type. The town council recognises that should this request be granted by the District Council then appropriate property owner permission, listed building consents, and consultation with the district council's conservation team will be required but the town council believes that such a sign would help safeguard both Abingdon's well-established heritage and to help local residents to find individual addresses. The town council asks that its officers ensure that the district council's street naming team are aware of this decision.

Officers were asked to contact the Vale of White Horse District Council to advise them.

IF63/22 **Forward Plan**

The committee reviewed the forward plan.

IF64/22 **Actions register**

The committee reviewed the actions register.

**Bus shelters**

It was **proposed** by Cllr Halliday, **seconded** by Cllr Clifton and **AGREED** to ask officers to install an additional bus shelter at Stratton Way on the northbound side at stop A2 and to use Community Infrastructure Levy funding if necessary. The finance officer was asked to advise on funding.

IF65/22 **Publicity**

Suggested items for publicity:

- LCWIP, when actions are agreed
- Speed indicator signs

IF66/22 **Future Agenda items**

At the last meeting of the committee the following items were noted as future agenda items:

- List of policies and established practices pertaining to the work of this committee.
- Neighbourhood Plan
- Bus shelters – update on the condition of bus shelters
- Roundabouts
- Active travel support - town council actions to support the recently agreed Local Cycling and Walking Infrastructure Plan (LCWIP).

IF67/22 **Dates of future meetings**

The date of the next meeting was noted: 8 June 2023.

The meeting closed at 9.17pm