

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

xDocument Control

Version Number	Date Adopted	Minute Number	Amendments	Review Date
V2	Jan 2023		Change in format of the report. Updated from the committee meeting 12 Jan 2023	On going

ABINGDON-ON-THAMES TOWN COUNCIL

Actions and Resolutions Register 2019 -2024
Updated 1.3.23

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

DATE	Actions and updates from the FORWARD PLAN STRATEGY	Responsible	Update
<p>Mar 21</p>	<p><u>Review of local transport support – Grant funded bus usage</u></p> <p>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>	<p>Town Clerk</p>	<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.</p> <p>16.9.21 - Town Clerk to place quarterly usage figures on to Sharepoint.</p> <p>4.10.21 - spreadsheet added to Sharepoint, placed in Town Infrastructure Committee folder.</p> <p>18.11.21 – report in December for January meeting.</p> <p>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.</p>
<p>Mar 22</p>	<p>Agenda item at the meeting on 17 March 2022.</p>		<p>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.</p>
<p>July 22</p>			<p>July 2022: no further update. Usage figures available on SharePoint</p> <p>Reconvene the Working Party to discuss and produce a report to come back to the committee.</p>
<p>Nov 22</p>			<p>This was discussed in the meeting of 24 November and it was agreed that a meeting should be arranged with the bus company.</p>
<p>Jan 23</p>			<p>Officers were asked to identify capacity for the forward plan to address this priority. Officers were requested to share the latest bus usage figures.</p>
	<p><u>Albert Park Conservation Area Appraisal</u></p>		

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

<p>Nov 21</p>	<p>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.</p>	<p>Working Party</p>	<p>1.12.21 - agreed by Town Council</p>
<p>Jun 21</p>	<p>The Town Clerk was requested to add any correspondence with the Vale of White Horse District Council to the correspondence folder in Sharepoint.</p>		<p><u>21.6.22</u> - Working Group to submit final version for approval by VHHDC by 30 September 2022</p> <p>Chase the appraisal with the Vale.</p>
<p>Mar 22</p>			<p>The working group to submit final version for approval by VWHDC by 30 September 2022.</p>
<p>Nov 22</p>			<p>A draft report has been sent to the VOWHDC. The working party suggested that current conservation area be increased which will require public consultation.</p>
<p>Jan 23</p>			<p>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.</p>
<p>2 Mar 23</p>			<p>The Working Party met with the Vale of White Horse District Council's Conservation Team on Tuesday 28 February to inspect the area. The information gained will be used, together with written comments, to update the draft appraisal document. It is hoped that the appraisal may be ready to be submitted to the Vale before the end of April using the existing delegation agreed in Dec 2021.</p>
	<p><u>Neighbourhood Plan</u></p>		

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

<p>Jan 23</p>		<p>Steering Group</p>	<p>The next step to finalise the Reg 14 after which the draft plan to be submitted to the District Council which requires a pre-consultation which will last 6 weeks. It is hoped that the ATNP will be finalised for pre-consultation by mid-February although to achieve this a number of remaining activities must be completed. Following the resignation of Cllr Clifton from the Steering Group, Cllr Bowring will speak with councillors in an effort to find a replacement.</p>
<p>Feb 21</p>	<p><u>Travel Initiatives/Active Travel</u></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. 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>Cllrs de la Harpe, Halliday & 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. 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. 18.11.21 –noted that it may be good to proceed with projects while awaiting consideration of the LCWIP by the County Council. To add to next agenda for specific proposals.</p>
<p>Mar 22</p>	<p>Agenda item for the meeting on 17 March 22.</p>		<p>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 <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.</p>
<p>Nov 22</p>			

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

<p style="text-align: center;">Jan 23</p> <p style="text-align: center;">March 23</p>			<p>Draft Local Cycling and Walking Infrastructure Plan is subject to consultation – It was agreed that Cllr de la Harpe respond to the consultation for the Abingdon LCWIP Local Cycling and Walking Infrastructure Plan on behalf of members. Cllr de la Harpe also asked that some CiL money be put aside for cycling projects in Abingdon. This was agreed.</p> <p>No further update.</p> <p>Update received from the county council to advise that the bid for ‘Active Travel Tranche 4’ schemes was submitted. The Market Place/Bridge Street junction is at the top of the list and £1.5m has been requested. County Councillors have advised that they are optimistic.</p>
<p style="text-align: center;">July 22</p>	<p><u>Town Centre Area appraisal – to commence following formal submission of the Albert Park Conservation Plan</u></p>		<p>Delayed pending completion of the Albert Park Conservation Area appraisal.</p>
<p style="text-align: center;">DATE</p>	<p style="text-align: center;">Actions, resolutions and updates from OTHER initiatives (To be removed once completed)</p>	<p style="text-align: center;">Responsible</p>	<p style="text-align: center;">Update</p>
<p style="text-align: center;">Jun 19</p>	<p><u>Roundabouts</u></p> <p>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</p>	<p style="text-align: center;">Town Clerk</p>	<p>See subsequent minutes TC concern over this matter remains.</p> <p>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.</p> <p>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.</p> <p>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.</p>

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
 Updated 1.3.23

<p>Jan 23</p> <p>8.3.23</p>	<p>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>		<p>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 <u>21.7.22</u> – Cllr Halliday confirmed he had written to Oxfordshire County Council with regards to the weeds and pointed out that if sponsorship signs were to be erected they would need Planning Permission. Cllr Skinner asked the Town Clerk to approach County with a view to exercising S101 delegated power to identify a contractor(s) who are certified to be able to carry out the work with a view to obtaining quotes.. It was also suggested that the Hilton Hotel should be approached as a sponsor. Contact Miele for sponsorship of the McDonalds roundabout to establish potential length of sponsorships and budget. <u>November 2022</u>: No further progress. It was agreed that the Town Clerk should write to individual County Councillors one roundabout per councillor stating what the Town Council would like to happen with the roundabouts. After which the project officer should take this forward.</p> <p>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. The office updated that, following complaints on social media regarding the fallen wooden Abbott statue the office have contacted OCC to ask them to attend to this.</p> <p>Discussed by Traffic Advisory Committee but no progress made on resolution.</p>
	<p><u>Bus Shelters – maintenance contracts</u></p>		

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

<p>Jun 19</p>	<p>Investigate options regarding maintenance contracts for the bus shelters</p>	<p>Cemeteries and Outdoor Manager</p>	<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. July 2022 – report for September meeting November 2022 – Locum Projects Officer to report to January 2023 meeting</p>
<p>Jan 21</p>	<p><u>Bus Shelters – replacing and adding new shelters</u></p> <p>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>	<p>All committee members</p>	<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. 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. May 2021 - outstanding, COSM to address November 2021 – this matter may now best be considered alongside the potential for external providers to replace and maintain bus shelters. 18.11.21 – To refine action to capture the specific information above and combine with other related actions. 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. <u>21.7.22</u> – The Town Clerk to liaise with the Cemeteries and Outdoor Services Manager to produce a report and update on all bus shelters. November 2022: Locum Project Officer to liaise with COSM for report to meeting in January 2023 (see also related action above).</p>
<p>Jan 23</p>			<p>Members reviewed the report from the Locum Project Manager and discussed the budget for this work. Information has been received from a possible provider but no cost figures. More information will be sought.</p>

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

			A replacement bus shelter on Stratton Way has been installed but the noticeboard on the originals shelter was not replaced. The committee asked if officers could look into a replacement noticeboard when considering new bus shelters.
<p>Feb 20</p>	<p><u>Twining</u></p> <p>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 n 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>	<p>Cemeteries and Outdoor Services Manager</p>	<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 Twining Society.</p> <p>20.1.21 - Cllr Oates had spoken to the Town Twining Society which requested a 'compass points' style sign with the flags of each country on each 'finger' of the sign. The Twining 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.</p> <p>11.3.21 - Cllr Oates was liaising with the Twining Society to determine exactly what they envisaged.</p> <p>17.3.21 - no update.</p> <p>27.5.21 - OSM spoke to contractor re quote, awaiting response.</p> <p>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.</p> <p>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.</p> <p>July 2022 update: Signpost ordered and awaiting delivery November 2022: Signpost received January 2023: Installation</p>
<p>Jan 23</p>			<p>The signpost has been procured and is due to be installed shortly. The Councillor responsible for Twining, Cllr Oates, has asked if a formal unveiling ceremony could be organised when it is installed, with representatives from twinning partners invited to attend.</p>

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

Feb 23			Installation attempted by the Outdoor Services Team but the discovery of archaeological finds halted the work. Further investigation is awaited.
Jul 21	<p><u>Civil Parking Enforcement</u></p> <p>It was recommended:</p> <p>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.</p> <p>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.</p> <p>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> <p>November 2022: OCC will consider changes to parking and new schemes such as residents only parking (controlled parking zone). Requests will be prioritised. Initially OCC will log interest and understand the level of resources required. Successful proposals will need funding and any start-up costs would need to be externally funded through either the parish/town, district councils or via developer contributions. Further details on OCC website here</p> <p>Council may now consider this is the time to undertake a survey of the town.</p>
Jan 23			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.

<p>Mar 22</p>	<p><u>WC facilities in Abingdon</u></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 the district council amounting to 50% of the costs incurred by the town council in operating the ‘Space for Change’ in the Guildhall. 	<p>Town Clerk</p>	<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 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 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>15.07.22 Update: TC to advise VWHDC in relation to the cost in 4 (above). Otherwise action as requested is complete.</p> <p><u>21.6.22</u> - CCTV cameras in areas of concern. Report update and maps showing where current CCTV cameras are sited.</p> <p>The Town Clerk to ask VWHDC for an update and request a meeting on site to discuss. Cllr Bowring suggested exploring using the Museum toilets as public toilets and advertise as such – The Town Clerk to speak with the Museum manager to get his view.</p> <p>Update requested of VWHDC and response to request for 50% funding of the Guildhall “Space for Change.” It was discussed with the Museum manager regarding the use of the Museum toilets as public toilets which he responded was not viable. It was agreed to ask the Vale now that they had moved back into Abbey House to open up the toilet for the public during office hours.</p>
<p>Nov 22</p>			

Town Infrastructure committee – Actions and Resolutions Register 2019 – 2024
Updated 1.3.23

<p>Jan 23</p>	<p>It was an agenda item at this meeting.</p>		<p>Members were updated following communication with the Vale, Hales Meadow toilets – advised that they should now be working fine. The door at the Changing Places has been rectified. The Vale confirmed they are unable to contribute to the cost of this facility. The Charter car park toilets are on hold pending clarity on the wider future of the car park. The Abbey House toilets have been opened to the public during office hours.</p>
<p>Mar 22</p> <p>Jan 23</p>	<p><u>Stratton Way Underpass</u></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> <p><u>21.6.22</u> – The Town Clerk is making enquires as to commissioning this work and is seeking to do this through the Youth voice. Members delegated authority to officer to progress this and return a report to members in 4 weeks from now.</p> <p><u>November 2022:</u> Members thanked the Locum Project Officer for her report but noted that they wanted to retain the existing designs with only the new design for the undecorated area. The Town Clerk to revisit the remit with the Locum Project Officer.</p> <p>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. The Town Clerk will contact Youth Voice to confirm the plans. The proposal is for general maintenance, rather than a complete change.</p>