

## ABINGDON-ON-THAMES TOWN COUNCIL

### ITEM 14 – ACTIONS REGISTER

Items in forward plan			
Meeting date	Action	Responsible	Update
Oct to Dec 2020	<b>ABBEY HALL LEASE</b>	Town Clerk/ Properties Officer	<p>June 2021 - Heads of Terms agreed by delegation team</p> <p>July to Sept 2021 - Agreement of any new lease and Guildhall arrangements with Abbey Cinema</p> <p>Jan to Mar 2022 - End of lease on Abbey Cinema (28.02.22)</p> <p>Jan 2022 - Extension of Abbey Cinema lease and ongoing negotiation of longer-term lease.</p> <p>March 2022 - Lease extended to 30 November 2022. Ongoing negotiation of 25-year lease with Abbey Cinema</p> <p>June 2022 - Properties Officer confidential report referred, agenda item 17.</p> <p>October 2022 - lease extended to 30/09/2023, pending agreement of 15 year lease on the property.</p>
Jan to Mar 2021	<b>MUSEUM BASEMENT</b>	Museum Manager	<p>10 June 2021 - Options for basement considered</p> <p>July to Sept 2021 - Discussions with various community groups - One planet and Carbon Cutters regarding a climate emergency cafe centre - initial proposal received 23rd August 2021 for discussion</p> <p>June 2022 - Climate emergency centre in operation. Proposals for a longer-term agreement to come forward to next FGAM meeting.</p> <p>July 2022 - Resolved that the licence be extended for 12 months, the Museum Manager to explore the legal side of granting a longer-term license/lease to bring back to the committee in September 2022.</p> <p>October 2022 - new licence for 5 years in preparation with Slade Legal. There are no conflicts of interest in granting a long-term license as either party can withdraw from the license agreement with one month's written notice.</p>

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Apr to Jun 2021	<b>MUSEUM LIFT OPTIONS APPRAISAL</b>	Museum Manager	<p>Apr to June 2021 - Andrew Lord (AL) re preplanning application advice – locate original documents and application</p> <p>June 2021: review - Original documentation has been reviewed by DS. VWHDC has suggested that pre-planning app advice should be taken. AL advises need to appoint an architect to undertake this exercise.</p> <p>July to Sept 2021 - Met with Ridge Jim Thomas, structural engineer, awaiting advice regarding design before approaching English Heritage/planning</p> <p>March 2022 - It was noted that timescales for the Museum lift options appraisal did not include all stages such as producing a business plan and it was agreed that these would be added to the forward plan in due course.</p> <p>June 2022 - Ridge and Partners LLP have completed a feasibility and pre-planning application to Vale of the White Horse Planning Officers. Your Officers have approved submission of the documents and will await further information in response to the submission. Further update provided in report to FGAM, 21 June 2022, item 14.</p> <p>July 2022 - Meeting between Historic England, Ridge, Conservation and planning in response to submission of pre-planning advice application. Instruction to Ridge to proceed on Planning Application based on this outcome, and pending completion of a business plan (Actions register S21-2833 agreed by Town Council 1-12-2021. Councillors Bowring and Halliday to work with the Museum Manager on the business plan. This to include timetable of any relevant stages in the process. (Previous edition of FP stated procurement and works on site dates which need to be considered)</p> <p>October 2022 - Historic England have responded to the feasibility study prepared by Ridge Partners and suggest further commission of an updated access plan, informed by new reports of ‘a clearer and more comprehensive assessment of significance and including consideration of the conservation area’ and ‘an analysis of important views within the conservation area’. Ridge Partners propose that further work should be conducted at pre-application advice stage and presented to Historic</p>

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			England for a second response to qualify best chances of submitting a successful planning application.
Oct to Dec 2021	<p><b>SURPLUS LAND REVIEW</b>                      Consideration of land which may be excess to the council's requirements. Needs to be part of wider discussions with District Council</p>	Town Clerk/Properties Officer	<p>March 2022 - Report of the Town Clerk presented at the meeting. Following discussion and amendment of FGAM recommendation Council resolved:</p> <ul style="list-style-type: none"> <li>(i) The following plots of land are designated surplus to town council's requirements: (three sites, detailed in confidential minutes to Council meeting)</li> <li>(ii) The town clerk approaches the district council to offer the land as affordable housing sites</li> <li>(iii) A further report in relation to this matter be brought forward to the meeting of the FGAM committee on 21 June 2022</li> </ul> <p>The ward members for the three areas be consulted prior to any decisions being made.</p> <p>June 2022 - This is now part of the discussions with the District Council regarding landownership in Abingdon. Nothing further to report at this stage.</p> <p>July 2022 - Members have been consulted. See confidential agenda item for that meeting.</p> <p>October 2022 - See forward plan update (confidential). It was agreed that the matter be referred back to the Environment and Recreation Committee for their view regarding whether the land in question had any amenity value. If not then the matter would then be further considered by the Finance, Governance and Asset Management Committee, for potential disposal.</p>

<b>Other actions</b>			
<b>Meeting date</b>	<b>Action</b>	<b>Responsible</b>	<b>Update</b>
25-Feb-20	<p><b>"SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS</b></p> <p>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):</p> <p><del>– SLAs with allotment associations – complete</del></p> <p>- Lease / licence agreement with the two football clubs. These are showing as outstanding in the risk register"</p> <p><del>Allotment SLAs – complete</del></p> <p>Football club licences</p>	Properties Officer	<p>13 Jan 21</p> <p>– 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>26.7.22: Allotments complete, awaiting meeting with the Manager of the football club which is likely to be in August.</p> <p>07.10.22 – Properties Officer and Outdoor services Manager are arranging a meeting with the football club manager.</p> <p>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 continue to try and arrange a meeting to sign a licence with the Club Chair.</p>

## Other actions

Meeting date	Action	Responsible	Update
27-Jul-20	<p><b>GUILDHALL DRAINS</b> Resolved that:</p> <p><del>i. A civil engineer be engaged to plan a route for a new drain.</del>  <del>ii. Two companies be contacted for estimates for this work due to its specialist nature.</del>  <del>iii. 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 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 in undertaking necessary repairs: OnSite Relining, Wilkinson Environmental, MTS Cleansing. 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. Site visit from MTS Cleansing arranged for Monday 17 May to assess the drains prior to quotation. 20.5.21 - item to remain on the actions register 26.07.21 It has been decided the drainage repair works to go tender for full repair/resportation. 23.11.21 - Investigation works and report has been instructed. 17.3.22 - Recent drain survey has been reviewed by Ridge who have been instructed to design the necessary repairs. 17.06.22 – see report of Properties Officer to meeting of 21.06.22 regarding proposal for works. 21.07.22 – further update agenda item 8 meeting of 26 July 26.7.22: Awaiting date from the contractor. 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 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</p>

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			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	<p><b>PROJECTS</b></p> <p>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</p>	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>
13 Oct 23	<p><b>F44/22 - IT SUPPORT</b></p> <p>Report from the Finance Officer on the proposed baseline specification for inviting tenders for the IT and telephones. She had produced a specification for tenders in relation to IT, telephones and broadband, which would allow for the possibility of working with one supplier for these. At present the Council were out of contract with the current supplier but this would in the meantime continue on a 90-day notice.</p> <p>Members considered and made the following points:</p> <ul style="list-style-type: none"> <li>• Council had re-tendered a few years ago and it would be worth looking at the specification produced previously. As a part of the previous tender exercise the Council had saved a</li> </ul>	Finance Officer	

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	<p>considerable sum. Some concern regarding everything being in the cloud. Suggest convening IT Working Group.</p> <ul style="list-style-type: none"> <li>• Worth looking at the democratic support system Modern Gov.</li> <li>• Councillors have expertise in this area. View expressed that Council needed a better contractor.</li> <li>• Need to consider hardware for Councillors.</li> <li>• More use of generic e-mail addresses by staff.</li> </ul> <p>Finance Officer to review specification. IT Working Group to be convened (no timescale agreed), to move this forward.</p>		
13 Oct 23	<p><b>F45/22 - COMMUNITY INFRASTRUCTURE LEVY</b> Resolved:</p> <p>(i) That the Council request that CIL monies due to Abingdon Town Council be paid over to the town council rather than retained by the district council and that this be agreed as council policy. It was noted that this was the district council default position; if you do not let the district council know, then the money is paid over anyway.</p> <p>(ii) That a report be submitted each year regarding the position regarding CIL funding income and expenditure.</p>	Finance Officer	
13 Oct 23	<p><b>F48/22 – WORKING PARTIES</b> The committee agreed that consideration would be given to how the working groups operate to ensure consistency of operation in terms of matters such as governance, reporting, attendance and clerking. This was agreed as a future action.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> <li>1. that the following groups continue and be reappointed and that terms of reference be included on the next agendas of these committees: <ul style="list-style-type: none"> <li>• Abbey Hall lease</li> <li>• Guildhall Complex building work</li> </ul> </li> </ol>	Town Clerk	

Other actions			
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	<ul style="list-style-type: none"> <li>• Museum lift</li> <li>• IT</li> </ul> <p>2. that a report on how working groups operate should be brought forward to the next meeting of the Committee.</p>		
13 Oct 23	<p><b>F54/22 – COUNTY HALL PROPERTY MATTERS</b> Confidential report from the Museum Manager which noted the response from Historic England and the requirement for more work to be undertaken in relation to the pre-planning application. RESOLVED that the report be noted and further consideration be given to this matter at the next meeting, together with costings on options available.</p>	Museum Manager	17.1.23 – report to committee. RESOLVED to continue to work with the current contractor, to gain further written guidance from Historic England and gauge their support for a viable option to install a lift.
17 Jan 2023	<p><b>F74/22 – PROPERTY MATTERS</b> The committee considered a recommendation from the Environment and Amenities Committee with regard to a request from a resident to purchase a small piece of land which is owned by the town council. RECOMMENDED that it be reviewed by the Chair of the Town Infrastructure Committee to see if there was any other use for the land prior to the sale being recommended to Full Council.</p>	CHAIR, TIC	

Updated 10 March 2023