

Actions register																
Updated (add most recent date)						16.2.24										
Forward plan item (if relevant)	Meeting	Year	Month	Minute no.	CONFIDENTIAL?	Minute/action	Responsible (initials/title)		Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)					
Y	Town Infrastructure	2019	June	A15	N	<p>ROUNDOABOUTS</p> <p>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 such agreement with the Vale of White Horse District Council.</p> <p>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>	Town Clerk	<p>26.11.19 – 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 – 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> <p>3.11.21 - Traffic Advisory Committee agreed to contact the County Council to continue to pursue this.</p> <p>19.11.21 – Cllr Halliday to consult with the County and District Councils to move this project forward.</p> <p>17.3.22 – agreed that a report from Traffic Advisory Committee be requested for the next meeting.</p> <p>21.7.22 – Cllr Halliday 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.</p> <p>Cllr Skinner asked the Town Clerk to approach County with a view to exercising S101 delegated power to identify a contractor(s) certified to carry out work with a view to obtaining quotes. Hilton Hotel suggested as a sponsor.</p> <p>Contact Miele for sponsorship of the McDonalds roundabout to establish potential length of sponsorships and budget.</p> <p>November 2022 - Agreed that Town Clerk should write to County Councilors stating what the Town Council would like to happen with the roundabouts after which the project officer should take this forward.</p> <p>Jan-23 - 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.</p> <p>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>8.2.23 - Discussed by Traffic Advisory Committee but no progress made on resolution.</p> <p>8.6.23 - Town Clerk asked to contact contractors to explore if this would be possible.</p> <p>Aug 23 - Town Clerk has contacted ODS to ask if ATC entered into an arrangement with OCC to maintain the 2 roundabouts would they be interested in contracting with us to do this on our behalf if so to ask for a quote. Update - ODS happy to quote for maintaining the roundabouts - to meet with Chair of TIF.</p> <p>14.9.23 - ODS will meet with COSM and Cllr Skinner+J52r to discuss support and cost. If this meeting is productive, the town council would then need to request that the county council delegates the task, as this is a county council responsibility.</p> <p>26.10.23 - Roundabout maintenance: officers have obtained a quote for planned work which is expensive. Additional quotes needed. Officers asked to report to the next meeting on progress with this project.</p> <p>10.11.23 One quote has been received from the ODS Contractor. This seemed expensive for amount of work to be undertaken. Further quotes to be obtained and report prepared for consideration. RS</p> <p>26.10.23 - officers asked to report to the next meeting to update on progress with quotes.</p> <p>27.11.23 - Quotes have been requested from two other local authority providers. UBICO and VOWH. Awaiting response. RS Locum Clerk.</p> <p>4.12.23 - Unable to obtain quotes from other Councils, they do not undertake outside area activities. Report by Locum Clerk for next TI Meeting.</p> <p>7.12.23 - Town Clerk seeking further quotes, to report to next meeting.</p> <p>22.2.24 - Awaiting further information from Ron Spurs to complete report</p>								
N	Town Infrastructure	2020	February	A68	N	<p>TWINNING - DIRECTIONAL SIGN</p> <p>Proposal to install a directional sign in Roysse Court Gardens 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).</p> <p>Resolved that a plaque be made to celebrate the 50th anniversary of twinning with Schongau, Bavaria and this should be displayed in the County Hall flower bed. Funding will come from the Abingdon in Bloom budget.</p> <p>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>	Cemeteries and Outdoor Services Manager	<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 Twinning Society.</p> <p>20.1.21 - Cllr Oates had spoken to the Town Twinning Society which requested a 'compass points' style sign with the flags of each county on each 'finger' of the sign. The Twinning 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>27.5.21 - COSM 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</p> <p>November 2022: Signpost received</p> <p>January 2023 - The signpost has been procured and is due to be installed shortly. The Councillor responsible for Twinning, 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> <p>Feb-23 - Installation attempted by the Outdoor Services Team but the discovery of archaeological finds halted the work. Further investigation is awaited.</p> <p>1.6.23 - archaeology did not find anything so installation to proceed.</p> <p>20.7.23 - no update</p> <p>14.9.23 - Outdoor Services Team to action. Town Clerk to follow up.</p> <p>26.10.23 - sign has been returned to be modified to be fitted safely. Awaiting installation.</p> <p>2.2.24 - sign has been amended to fit in the planter at Roysse Court, expected to be delivered and installed by April 2024.</p>								
N	Town Infrastructure	2021	January	A60	N	<p>BUS SHELTERS - REPLACING AND ADDING NEW ONES</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>	Cemeteries and Outdoor Services Manager	<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.</p> <p>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.</p> <p>May 2021 - outstanding, COSM to address</p> <p>November 2021 – this matter may now best be considered alongside the potential for external providers to replace and maintain bus shelters.</p> <p>July 2022 update: Safer Streets funding awarded to enable repair and refurb of bus shelter (A4) at Stratton Way. A replacement bus shelter is planned for Oxford Road southbound.</p> <p>21.7.22 – Town Clerk to liaise with the Cemeteries and Outdoor Services Manager to produce a report and update on all bus shelters.</p> <p>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 - 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. 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> <p>March 2023 - committee agreed to ask officers to install an additional bus shelter at Stratton Way on the northbound side at stop A2, using CIL funding if necessary. The finance officer was asked to advise on funding.</p> <p>9.3.23 (IF64/22) - 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.</p> <p>- March 2023 - COSM requested a meeting with Cllr Halliday & Cllr Skinner to review on site – requested by email 22 Mar 23. Meeting has not been confirmed due to other commitments.</p> <p>8.6.23 - AS and JH to follow up with TB</p> <p>20.7.23 - discussed at meeting. AS and JH still to speak to TB.</p> <p>26.10.23 - future item for this committee, COSM to be asked to provide a report on the situation with bus shelters and options for their installation and maintenance, including 'living' bus shelters. JH to contact Thames Travel bus company re bus shelter at Northcourt Road (identified as part of 20mph changes)</p> <p>24.11.23 - TB obtaining quotes to include in a report at the Feb committee meeting.</p> <p>7.12.23 - COSM obtaining quotes to report to Feb 2024 TIC</p> <p>22.2.24 - COSM obtain speculative quotations for some of the suggested works and assessing the feasibility of other areas.</p>								
Y	Town Infrastructure	2021	February	GR57	N	<p>TRAVEL INITIATIVES/ACTIVE TRAVEL</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.</p> <p>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>	Cllr de la Harpe, Halliday & Bowring	<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.</p> <p>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.</p> <p>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>17.3.22 – Cllr de la Harpe reported that a draft LCWIP has been produced by O.C.C. recently. Awaiting further information.</p> <p>July 2022: further report direct to meeting</p> <p>21.6.22 – 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 - 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>Mar-23 - Update received from the county council to advise that the bid for 'Active Travel Tranche 4' funding for schemes was submitted. The Market Place/Bridge Street junction is at the top of the list and £1.5m has been requested. County Councilors have advised that they are optimistic.</p> <p>20.7.23 - NF updated that tranche 3 of the government funding was denied, OCC to bid for tranche 4 funding.</p> <p>26.10.23 - NF update: OCC have applied for funding for projects but were refused, but have been asked to resubmit bids and await response.</p> <p>7.12.23 - OCC have not received response re junction.</p> <p>9.2.24 - enquiry to the county council on the proposed LCWIP junction improvement at the top of East St Helen's Street: 'We do not yet have the result of our funding bid for the scheme at East St Helen's Street / Stert Street / Bridge Street / High Street. We are hoping that Active Travel England will let us know soon, but we have not been provided a date.'</p>								
Y	Town Infrastructure	2021	November	T21	N	<p>ALBERT PARK CONSERVATION AREA APPRAISAL</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>The committee agreed to reconvene the bus usage working party</p>	Town Clerk	<p>1.12.21 - agreed by Town Council</p> <p>21.6.22 - Working Group to submit final version for approval by VWHDC by 30 September 2022</p> <p>Mar-22 - The working group to submit final version for approval by VWHDC by 30 September 2022.</p> <p>Nov-22 - Draft report sent to VWHDC. The working party suggested that current conservation area be increased which will require public consultation.</p> <p>Jan-23 - version two appraisal submitted to VWHDC and changes suggested, to be addressed. 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>2.3.23 - Working Party met with the Vale of White Horse District Council's Conservation Team to inspect the area. 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 2023 using the existing delegation agreed in Dec 2021.</p> <p>8.6.23 - draft appraisal expected to be brought to the committee by September 2023.</p> <p>14.9.23 - The Appraisal is undergoing final revision having been reviewed by the Vale's Conservation Team - it is hoped to bring the final version to the next committee meeting. 10th November 23. Locum TC will check on progress with VOWH and report. No update as of this date. RS</p> <p>22.2.24 - Ongoing with VOWH - no pdate to date CC</p>								
Y	Town Infrastructure	2021	March	IF60/22		<p>REVIEW OF LOCAL TRANSPORT SUPPORT: BUS USAGE WORKING PARTY</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>The committee agreed to reconvene the bus usage working party</p>	Town Clerk	<p>Members of the working party were: Cllr Samantha Bowring, Cllr Helen Pighills, Cllr Gabby Barody, District Councillor Mike Pighills and County Councillor Alison Rooke.</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>17.3.22 – update provided from current bus provider, explaining likelihood of reduced service from Oct-22. Town Clerk and Chair of committee to report update at a future meeting.</p> <p>July 2022 - no further update. Usage figures available on SharePoint. Reconvene the Working Party to discuss and produce a report to come back to the committee.</p> <p>24.11.23 - agreed that a meeting should be arranged with the bus company.</p> <p>Jan 23 - Officers were asked to identify capacity for the forward plan to address this priority. Officers were requested to share the latest bus usage figures. This is being done on a monthly basis.1.6.23 - on agenda for 8.6.23 to discuss whether to reconvene the working party.</p> <p>8.6.23 - working party to convene.</p> <p>July 2023 - action outstanding. JH to speak to bus company about bus stops and dial-a-ride services. AS to liaise with officers to convene working party, report needed before the budget is approved in January 2024. Town clerk to ask members to volunteer to join the bus working party. All town councilors emailed 27.7.23 to seek expressions of interest. 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>26.10.23 - discussed at meeting and actions outlined for the WP.</p> <p>7.12.23 - update to committee.</p>	Y	26.10.23						

N	Town Infrastructure	2022	March	T59	N	STRATTON WAY UNDERPASS 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. 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, c) the committee delegates approval of the contracting arrangements to the Town Clerk in consultation with the committee chair.	Town Clerk	15.07.22 update: Permission granted subject to liaison regarding the works to be undertaken. Now to proceed to (b) 21.6.22 – Town Clerk is making enquiries 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. November 2022: 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. Town Clerk to revisit the remit with the Locum Project Officer. Jan-23 - 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 awaiting approval. The Town Clerk will contact Youth Voice to confirm the plans. The proposal is for general maintenance, rather than a complete change. 9.3.23 – Town Clerk has contacted Youth Voice and is awaiting a response. July 2023 - AIYSP meeting held on 25.7.23, AIYSP members advised that drawings had been submitted to the town council for consideration so they are awaiting a response from the town council. 14.9.23 - Cllr Greenaway to meet with officers re underpasses and improving safety. Officers to find drawings produced by the Youth Groups and share with councillors. 26.10.23 - discussed at committee 17.1.24 - VVHDC presentation to town council which highlighted the availability of financial and officer support for this project. To be considered by TIC on 22.2.24			
N	Town Infrastructure	2022	July	T57	N	PUBLIC CONVENIENCE PROVISION	Town Clerk	Update 29 June 2022: 1. Hales Meadow, - they should all be working fine, problem with door opening has been rectified 2. We have met with a local cllr and the issue with the Changing Places door at Abbey Meadow 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. Noted for DC officer to consider 15.07.22 Update: TC to advise VVHDC in relation to the cost in 4. Otherwise action as requested is complete. 21.6.22 - CCTV cameras in areas of concern. Report update and maps showing where current CCTV cameras are sited. Town Clerk to ask VVHDC 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 – Town Clerk to speak with the Museum manager to get his view. Update requested of VVHDC and response to request for 50% funding of the Guildhall 'Space for Change'. Nov 22 - 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. 12.1.23 - Members 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; Abbey House toilets have been opened to the public during office hours. 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. 1.6.23 - not practical to use town council toilets. 20.7.23 - alternative plan discussed at the meeting, to be taken forward. 14.9.23 - on agenda. 10th November 23. ReSPublic toilets are the responsibility of VOWH. Town Clerk emailed VOWH on 10th November 23. 28.11.23 - Positive response from VOWH - Ron in response to your question regarding the toilet, we should be stating work on the disabled toilet within the next 2 weeks and it is expected that the work will take around two weeks and they will be able to open that toilet to the public. The toilet will be accessible with a radar key and also through a swipe card payment so it will be accessible to all. We are not currently planning any work on either the ladies or men's toilets until we are aware of what the CARP is recommending. Please do not hesitate to contact me directly should you require any further information." 2.2.24 - VVHDC undertaking work on public conveniences in the town centre. work being undertaken at the 'space for change' toilet, expected to re-open in February 2024.			
Y	Town Infrastructure	2022	July	IF9/22	N	TOWN CENTRE APPRAISAL To commence following formal submission of the Albert Park Conservation Plan		Delayed pending completion of the Albert Park Conservation Area appraisal. Expected Autumn 2024			
N	Town Infrastructure	2022	November	IF30/22	N	SIGNAGE It was agreed that the finger post signage around the town needs to be reviewed and raised with the District Council as appropriate.	Town Clerk	8.6.23 - JH preparing a report on the signs and what work is needed. To report to a future meeting. 20.7.23 - report to come to the meeting in September. 14.9.23 - on agenda 28.11.23 - VOWH have asked ATC to bid for funding for town centre improvements- total of £5,500. Part of the funding has been requested for finger posts. RS Locum Clerk 1.12.23 - Report submitted to VOWH requesting funding from Market Towns Initiative. - Karen Roberts VOWH dealing. Jan 2024 - funding has been approved, officers to explore action.			
N	Town Infrastructure	2022	March	IF57/22	N	SPEED INDICATOR SIGNS Referred from Traffic Advisory Committee 8 February 2023, TA6/22, item 1, speed indicator signs. Budget for speed indicator signs 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.	Town Clerk	9.3.23 – 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. 22.3.23 - Town Clerk emailed councillors to request suggestions for locations. One reply received to date (1.6.23) 8.6.23 - Town Clerk noted that only the county council has the power to install signs but can authorise other authorities to do so, which is how the agreement with the town council would work. Noted that the town council does not have any such power even under the General Power of Competence. 4.7.23 - contact with OCC to progress the project. Update 10th November 23. Working party formed under Chairmanship of Cllr Astone. Different designs of signs being checked from surrounding Parishes. 20.7.23 - Town Clerk liaising with OCC to agree a formal management agreement. This is ongoing. Aug 23 - The Town Clerk emailed both Mark Francis and Lee Turner at OCC with a view to an agreement that we may instal these speedsigns on their behalf as ATC does not have the power to do so alone. Advised OCC that we have money in the budget for these - awaiting response. 14.9.23 - Town Clerk has spoken to OCC to discuss this. OCC would be able to support the installation of sign posts, although it was noted that these are not formally recognised as traffic signs. Town councillors emailed to ask for suggestions of locations for approval of the county council. Town Clerk would send information to the county council by the end of September. 26.10.23 - The committee considered a report from the Chair of the committee on proposed sites for speed indicator signs in Abingdon. It was AGREED to set up a working party led by Cllr Astone to collect proposals for locations for speed indicator signs, to review information collated and to report to the Town Clerk in consultation with the Chair of the committee. The Town Clerk will explore the most expedient way to fund the speed indicator signs. The Town Clerk was asked to obtain costings for the units from the county council. 28.11.23 - The Locum Clerk has been working with Cllr Aston who is consulting with parishes who have installed both solar and electric speed indicator signs. RS Locum Clerk. 7.12.23 - RESOLVED to delegate this project to the Town Clerk in consultation with Cllr Astone and the Chair and Vice Chair of the Town Infrastructure Committee to proceed with the project to install cameras and poles to achieve best value. 22.2.24 - No update			
N	Town Infrastructure	2022	March	IF62/22	N	STREET NAMING AGREED to request that 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. Officers asked to contact the Vale of White Horse District Council to advise them.	Town Clerk	16.3.23 – email sent to Sally-Anne Worsley, VVHDC, further queries referred to councillors 24.3.23 - reply from Sally-Anne Worsley: I'm wondering if you have any documentation that shows Queen Street was formerly known as Otwell Lane other than a name on a map? The district council is the street naming and numbering authority, and we have no evidence that Queen Street was formerly named Otwell Lane by any previous enactment. The council's current legislation permits us to only reference street names on street name plates that have been named under a current or previous Act. Therefore, unless there's any documentary proof that Otwell Lane existed we won't be able to include 'Formerly Otwell Lane' on the sign. Street name plates should only display the current street name as any other historical references are likely to cause confusion. If you still wish to have a wall mounted sign for Queen Street only, in the position you have marked I will need to obtain listed building consent. This will require obtaining permission from the owner and lessees of 15 Market Place and then gaining listed building consent from the district council. As you might imagine this will be a lengthy and time-consuming process that is likely to take months. Please let me know if you wish to proceed? 1.6.23 - No further update, deferred to a future meeting. Aug - The Town Clerk has investigated this and can find no evidence that the lane was ever officially called Otwell Lane, it was known by many names such as, School Lane, Otwelllesland, Bryanneslane, Shoe Lane, Crab Lane and Otwell Lane. These names it appears were named by the locals unofficially. I have also checked with our Archivist who could find nothing. On this basis the Vale will not allow a sign that says formerly Otwell Lane. ATC can ask them to put up a sign for Queens Lane but this will take some time due to planning permission/owners permission etc. Members to decide what they want to do. 14.9.23 - Cllr Halliday is liaising with the various parties and will report to the next Committee meeting. Town Clerk has discussed signage and has been advised that the street was never formally called Otwell Lane so this designation cannot be used on a formal sign. A sign denoting the road as Queens Lane can be added and will need to be considered by the planning committee. Committee approved this proposal: Town Clerk to follow up. 26.10.23 - no update			
Y	Town Infrastructure	2023	January	IF44/22	N	NEIGHBOURHOOD PLAN	Steering group	Jan-23 - The next step to finalise the Reg 14 after which the draft plan to be submitted to VVHDC 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. Feb 2023 – Cllr Pat Lonergan agreed to be the town council representative on the steering group. 9.3.23 (IF59/22) - 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 Fera. 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. 1.6.23 - Cllr Skinner asked officers to send out character assessments to all councillors and is awaiting a response. 20.7.23 - Cllr Skinner is in contact with the chair of the steering group and the VVHDC officer responsible. 26.10.23 - AS to follow up on outstanding actions			
N	Town Infrastructure	2023	June	IF10/23	N	NEIGHBOURHOOD PLAN It was agreed that the Chair of the committee would write to thank the Friends of Abingdon Civic Society when the assessments have been completed.	Chair of committee	20.7.23 - assessments have now been completed, Chair to be asked to write to the friends of Abingdon. The Chair is Hester Hand. 7.12.23 - discussed at meeting			
N	Town Infrastructure	2023	September	IF37/23	N	BUS SHELTER ON OCK STREET It was agreed that a proposal from Cllr Tom Greenaway for a bus shelter on Ock Street near to the junction with Victoria Road (OX14 5DL) in the Fitzharris Ock Ward for buses heading towards Oxford would be considered as part of the future budget planning and used to inform discussions on other proposed shelters.	Cemeteries and Outdoor Services Manager	10th Nov 23 - TB to update. 24th Nov 23 - TB obtaining quotes to present to the Feb committee meeting			
N	Town Infrastructure	2023	July	IF25/23	N	PUBLIC TOILETS ACCESS PROPOSAL The committee considered a proposal for improved access to toilets and other services in Abingdon town centre by asking businesses to provide access in return for a small payment from the town council. AGREED that the committee supports the scheme in principle and asks the Town Clerk to bring a detailed proposal for implementation of such a scheme in Abingdon to the next meeting. The committee asked that the report include costs and a timetable for actions.	Town Clerk	8.9.23 - Town Clerk has consulted with the Deputy Chair and agreed that this would be deferred to a future meeting. 7.12.23 - The committee reviewed the current status of provision in the town centre which has been affected by persistent vandalism. RESOLVED that once repairs had been made to the 'space for change' toilet under the Guildhall archway, radar keys would be made available at the town council offices for sale to residents. The scheme proposed by Cllr Clover to offer a payment to town centre businesses to open their toilets to the public would also be trialled, with a budget of £1,000 available to interested businesses.			
N	Town Infrastructure	2023	October	IF51/23	N	BUS USAGE WORKING PARTY The committee discussed options for bus travel and encouraged the bus usage working party to meet and report back to the committee, with reference to the confidential report to the town council on 13 January 2022, in particular to identify any next steps as soon as possible, ideally by December 2023.	Democratic Services Officer	Democratic Services Officer listed as support may be needed for the working group. 13.2.24 - bus usage WP has met and plans to meet in February 2024, to include a meeting with Thames Travel.			
N	Town Infrastructure	2023	December	IF67/23	N	CALDECOTT PRIMARY SCHOOL LETTERS Report on letters received from children at Caldecott School which raised issues of concern with regard to traffic, travel and road safety. Some of the problems around road safety were the result of parents and carers dropping off and picking up schoolchildren. The Town Clerk would identify stakeholders and contact them, signpost the school to the people to contact and provide information about the local councillors. The Chair would write to thank the children for their letters. The issue would also be raised at the next Traffic Advisory Committee.	Town Clerk	16.2.24 - item added to agenda for traffic advisory committee			