

Abingdon Town Council

Finance, Governance and Asset Management committee 22 July 2024

Item 12: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	
2020	February		<p>SLAS WITH ALLOTMENTS AND LEASE/LICENCE AGREEMENTS WITH FOOTBALL CLUBS 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> <ul style="list-style-type: none"> - SLAs with allotment associations- complete - Lease / licence agreement with the two football clubs. <p>These are showing as outstanding in the risk register" Allotment SLAs - complete Football club licences</p>	Properties and Events 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.</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 club 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 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 Manager of the football club 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> <p>14.6.23 - Cllr Astone offered to help the Properties Officer on the Saxton Rovers Football Club lease as he has experience in this area.</p> <p>21.9.23 - to be concluded shortly at full council on 4.10.23</p> <p>7.11.23 - not concluded, currently with lawyers for updates</p> <p>2.1.24 - Allotment SLAs due for renewal on 31.3.24. Properties & Events Officer will renew and submit SLAs to allotment associations</p> <p>02.01.24 - Saxton Rovers lease is in progress, Properties Officer is liaising with solicitors to draw up a new lease. Saxton Rovers Chairman has been contacted to provide further information in relation to the lease.</p> <p>26.02.24 - Saxton Rovers FC still to respond to emails regards a lease</p> <p>26.02.24 Allotment SLAs due for renewal April 2024. renewals will be for 3 years.</p> <p>14.05.24 SLA Meeting with allotment Chairs booked for 20 May. New SLAs will be signed and distributed to Allotment Chairs.</p> <p>14.05.24 Saxton Rovers FC, New lease with solicitors</p>

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2021	March	<p>LAND OWNERSHIP 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. <u>Standing item to note for future meetings</u></p>	Properties and Events Officer	July 23 - No further action has been taken on this matter. <u>STANDING ITEM</u>
2021	April	<p>MUSEUM LIFT</p>	Museum Manager	<p>Apr to June 2021 - Andrew Lord (AL) re preplanning application advice – locate original documents and application. 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. July to Sept 2021 - Met with Ridge Jim Thomas, structural engineer, awaiting advice regarding design before approaching English Heritage/planning March 2022 - 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. June 2022 - Ridge and Partners LLP have completed a feasibility and pre-planning application to Vale of the White Horse Planning Officers. Officers approved submission of documents and await further information in response to the submission. Further update provided in report to FGAM, 21 June 2022, item 14. 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 1.12.21. Councillors Bowring and Halliday to work with the Museum Manager on the business plan, to include timetable of any relevant stages in the process. 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 England for a second response to qualify best chances of submitting a successful planning application. 17 Jan 23 - FGAM decision on extended pre-app studies - access plan/audit & conservation report esp views. 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. 19 Jan 2023 - Museum Manager instructs Adrian Kite (architect) of Ridge to proceed based on Asset Heritage conservation consultancy continuance and collection of quotes for access improvement workplan to present to the Museum Manager. Followed up on 2 February 2023 by MM. April 2023 - access plan update and new Statement of Significance & Heritage Impact Assessment - business report for user profile and benefits 12 April 2023 Access Audit begins to be followed by Access Plan. Meeting arranged for late May with conservation officer at the vale, asset heritage, ridge and your officers. 25 May 2023 Access Plan complete. Meeting with Museum Manager, Adrian Kite (Project Architect, Ridge Partners), Emilia Zipis (Junior Architect, Ridge Partners), Boris Van der Ree (Conservation Officer, VWHP), Nick Doggett (Consultant Asset Heritage) to discuss validated and valuable views of proposed lift structures from the conservation area. Museum Manager</p>

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					awaiting update on finished pre-application from Conservation Consultants and Architects. 28.6.23 T41/23 - budget of £18,000 for the planned exploration work AGREED. The RFO would identify funding for this from the town council's budget.1.11.23 - on agenda for 7.11.23 4.12.2023 Documents and pre-application report sent to Historic England and awaiting their reply. 12.2.24 Meeting with planning, Historic England and architects 6th March 2024 at the Abingdon County Hall Museum. 5.6.24 - report to FGAM
2023	September	F49/23	STANDING ORDERS Committee considered draft new standing orders. AGREED to set up a small task and finish working party to review the draft and report back to the next meeting of FGAM to consider and make a recommendation to the town council. Members of the working party: Cllr Forder, Cllr Halliday. Suggested that an officer be asked to join the working party.	Town Clerk	1.11.23 - no update 7.11.23 - Town Clerk and Chair of FGAM to agree terms of reference, to report to January meeting 22.11.23 - Chair of FGAM asked to provide update ref working party - Locum TC. 22.5.24 - WP to agree revised standing orders and scheme of delegation.
2023	November	F79/23	PROPERTIES UPDATE: OLD MAGISTRATES' COURT Report from Properties & Events Officer on proposals for Guildhall Robing Room refurbishment and an approved contractor to undertake the Guildhall Historic Gateway stonework. RESOLVED to ask the Properties and Events Manager to prepare a short paper for town council outlining work required.	Properties and Events Officer	15.11.23 Report to council outlining works required on Guildhall historic gateway stonework and Robing room refurbishment. Report approved. 2.1.24 - Robing Room refurbishment works will be commencing January 2024. A pre-contract meeting with Andrew Townsend Architects, Imperial Restoration (Building Contractor) and Properties Officer held on 3.1.24 to discuss refurbishment. 26.2.24 - Imperial Restorations has started works, progressing well. Stonehouse have installed sump pump and waterproof ceiling membrane. Works on schedule. 14.05.24 - WC and kitchen works complete. Main room decoration now under way. June 2024 - Robing room open.
2023	November	T122/23	PROPERTIES - ENERGY CONSUMPTION REPORT Annual report on energy consumption produced in previous years but not recently. Officers asked to review this. Item was discussed by the town council but added to FGAM as this committee has responsibility for town council property	Properties and Events Officer	26.2.24 -Energy audit carried out in March 2021. Works carried out to improve energy as much as possible and are in 2024 works schedules. Where possible, lighting replaced with LED or energy saving lamps. 5.3.24 (F107/23) - Officers asked to report on impact of energy saving measures over past three years and energy consumption costs are for the complex. 14.5.24 - noted in Properties Officer report May 2024.
2024	March	F106/23	STRATEGIC PLAN RESOLVED that a new strategic plan be developed for 2024-28, that Midas Consulting be appointed to facilitate a strategy day, that a day be agreed for councillors and staff to attend, and that Cllr Halliday, Cllr Lewis and the Town Clerk develop a brief.	Town Clerk	22.5.24 - Strategy day booked for 6.7.24. Working party to meet with Town Clerk in June to agree scope of day. 16.7.24 - Day moved to end of Sept - date TBC
2024	June	F8/24	PROPERTIES - ENERGY USAGE The Projects and Events Officer was asked to prepare a report for a future meeting on room use and the cost to replace lights in each room to allow the committee to consider the most cost-effective way to proceed by focusing on the most used rooms.	Properties and Events Officer	16.7.24 - Deferred until Sept meeting
2024	June	F8/24	PROPERTIES - TREASURES CABINET The treasures cabinet would be refilled with treasures at the museum when completed. It was agreed that a group of councillors including the Mayor should visit the Museum to select the treasures to be returned	Town Clerk	16.7.24 - Properties Officer and Town Clerk to arrange a date - after July annual leave.

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2024	June	F9/24	<p>MUSEUM - LIGHTS IN UNDERCROFT Quoted cost of work was considerable. The council would like lights installed which would be easy to maintain and replace when required. Officers were asked to obtain further quotes and to investigate other options including repair of the existing lights, which officers advised may be obsolete.</p>	Museum Manager	16.7.24 - Awaiting a third quote - deferred to Sept meeting
2024	June	F10/24	<p>GUILDHALL WIFI Report and quote on a proposal to provide wifi access to the Guildhall Historic Rooms. RESOLVED to proceed with the quoted work.</p>	Democratic Services Officer	6.6.24 - CIS advised and asked to proceed ASAP. CIS confirmed that the order for work would be processed ASAP, expected to be completed by the end of July 2024. 17.7.24 – work nearly completed.