

Abingdon Town Council

Finance, Governance and Asset Management committee 16 December 2024

Item 13: 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. These are showing as outstanding in the risk register" <p>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> <p>22.7.24 - SLAs with allotments for three years. To review in 2027. Saxton Rovers lease remains outstanding.</p> <p>13.9.24 - Slade Legal have been asked to prepare a new lease for Saxton Rovers. Allotment leases have all been prepared and sent to allotment management committees, awaiting their return.</p> <p>30.9.24 - Town Clerk has progressed with lawyers.</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 awaiting update on finished pre-application from Conservation Consultants and Architects.</p>

Finance, Governance and Asset Management committee 16 December 2024 – item 13: Actions Register

					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. Agreed to consider proposals at strategy day.
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. 22.7.24 - work ongoing, to be completed by the end of July. 13.9.24 - draft standing orders with the Chair of FGAM for comment.
2023	November	T122/23	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 F9/24 - 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	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. 12.9.24 - deferred whilst awaiting grant funding decision from VWHDC.
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. 13.9.24 - date to be confirmed before end November 2024
2024	June	F9/24	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.	Museum Manager	16.7.24 - Awaiting a third quote - deferred to Sept meeting
2024	July	F6/24	FINANCE: BURGESS TRUST Officers were asked to confirm details of the Burgess Trust budget line and retentions payable on balance sheet. This was outstanding and would be reported on shortly.	Town Clerk	13.9.24 - Fund set up in 1980s for town twinning. Town Clerk recommends that this budget is moved to the twinning budget. 30.9.24 - Town Clerk and Chair of FGAM are considering this. Investigations are continuing.

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2024	July	F19/24	WAR MEMORIAL REFURBISHMENT Deputy Town Clerk is following this up	Deputy Town Clerk	13.9.24 - basic refurbishment of lettering and clean up commissioned, to be completed before Remembrance. Grant applied for, decision awaited. 30.9.24 - work to be undertaken shortly.
2024	July	F22/24	MUSEUM PHONES IT and telephone provision to the museum requires urgent upgrading in advance of the removal of analogue telephone services in December 2025 [now postponed to 2027]. The committee asked officers to set out what the consequences of this project not proceeding are and any costs which may result.	Museum Manager	13.9.24 - update from Museum Manager: Fire alarm, CCTV and intruder alarm services currently rely on the ADSL phone lines. If new connections are not installed before the switch off of old phone lines in 2027, the building will not be able to function as a Museum as it will be uninsurable. The costs of dealing with relocating the Museum or putting the whole collection into storage and associated costs would be considerable. Fibre cabling to preserve data, telecoms and security was agreed in 2023 but issues with cabling became apparent due to the protected nature of the building. English Heritage and a surveyor have been contacted about the problem. The cost of the specialist surveyor would be £120 per hour plus travel costs and VAT. Planning consent may not be needed to carry out the works. Estimates have been sought for ground works (pending a surveyor's report) to route a cable duct under the paving to enable cables to be routed into the basement. Once costs are obtained, a report will be presented to FGAM.
2024	July	F23/24	REFERRAL FROM COMMUNITY COMMITTEE - GRANT Grant application from 'Mental Health Natters' referred to FGAM to consider longer-term support. Town Clerk asked to request further information from the organisation about their work and their practitioners.	Town Clerk	13.9.24 - charity contacted for more information.
2024	July	F26/24	CARBON REDUCTION PLAN Review of carbon reduction targets, officers were asked to report to the meeting in September. Town Clerk to prepare report in consultation with all managers.	Town Clerk	13.9.24 - deferred to a later meeting due to other priorities.
2024	September	F41/24	MUSEUM UPLIGHTERS RESOLVED to delegate to the Town Clerk in consultation with the Chair of FGAM responsibility for considering options for the replacement uplighters, including options for future maintenance over the lifetime of the new lights, using budget line 109/4134 – 'Upgrades/Imp'mnt – CH' which currently has an unspent budget of £15,000.	Town Clerk	