

Abingdon Town Council
Town infrastructure committee 13 February 2025
Item 12: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Update
2019	June	A15	<p>ROUNDAABOUTS 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. 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 – District council leader offered to contact officers with a view to finding a way forward with this matter. Members who were also District Councillors would follow this up. 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. 3.11.21 - Traffic Advisory Committee agreed to contact the county council to continue to pursue this. 21.7.22 – Cllr Halliday had written to Oxfordshire County Council re weeds and pointed out that if sponsorship signs were erected they would need planning permission. Town Clerk to approach the county council with a view to exercising S101 delegated power to identify a contractor(s) certified to carry out work with a view to obtaining quotes. November 2022 - Town Clerk to write to County Councillors stating what the town council would like to happen with the roundabouts after which the Project Officer should take this forward. Jan-23 - Cllr Skinner has written to County Council Executive Member for Transport and is awaiting 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 write as well as this may help to progress this matter. Following complaints on social media regarding the fallen wooden abbot statue the office have contacted OCC to ask them to attend to this. 8.6.23 - Town Clerk asked to contact contractors to explore if this would be possible. Aug 23 - Town Clerk contacted ODS to ask if ATC entered into an arrangement with OCC to maintain the two 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. 14.9.23 - ODS will meet with COSM and Cllr Skinner to discuss support and cost. If productive, the town council would need to request that the county council delegates the task, as this is a county council responsibility. 26.10.23 - 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. 10.11.23 - One quote 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 26.10.23 - officers asked to report to the next meeting to update on progress with quotes. 27.11.23 - Quotes requested from two other local authority providers. UBICO and VOWH. Awaiting response. 4.12.23 - Unable to obtain quotes from other councils as they do not undertake outside area activities. Report by Locum Clerk for next meeting., 22.2.24 - only one quote received from OCC contractor. Recommended to accept this. IF85/23 - The Locum Governance and Projects Officer was asked to contact possible sponsors to seek funding for refurbishment work on the abbot and to report to the next meeting of FGAM to identify responsibility, cost and options for work to be undertaken. 5.3.24 - FGAM, F108/23 - RESOLVED that the town council takes over maintenance of two roundabouts for one year, and during this time seeks financial support from the county council, while pursuing commercial sponsorship for the maintenance of these roundabouts. 11.7.24 - ODS commissioned to tidy two roundabouts on Marcham Road. Town Clerk to request that ODS updates the town council when work is done. ODS to advise on follow up plan after roundabouts cut back. Item not complete as sponsorship remains outstanding. Officers to ask ODS for schedule of work and then to consider how to approach organisations for sponsorship. Projects Officer to follow this up, to report to the next</p>

					<p>meeting.</p> <p>5.9.24 - Sponsorship outstanding, Community PM starting 9.9.24, will make Property & Place PM available to undertake these works.</p> <p>12.9.24 - Town Clerk advised that it has been agreed that the roundabout will simply be grassed to reduce the need for ongoing maintenance. A monk may be added and the new officer may be asked to look into sponsorship for any installation.</p> <p>5.12.24 - LM looking into funding for grass cutting on the roundabouts. Budget will include reduced costs for the planned work by seeking to get another authority to do this. Current work is cutting and re-grassing the roundabouts.</p> <p>28.01.25 - LM has created and finished sponsorship deck to present to potential sponsors, this has been circulated to 6 organisations but have yet to receive an offer or meeting to discuss. LM to follow up w/c 17/02/2025. LM has also connected with Stu Gaston from ResMed Inc at Harwell and is working on getting a contact for the partnerships manager.</p>
2021	January	A60	<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. 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 - report from Locum Project Manager. Information 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 original shelter was not replaced. The committee asked if officers could look into a replacement noticeboard when considering new bus shelters.</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 not 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 provide a report on the situation with bus shelters and options for 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> <p>22.2.24 - Project officer to write to Oxford Bus Company to seek support for moving bus stop on Oxford Rd northbound next to Northcourt Road to the south of the junction. The company has previously expressed support for this.</p> <p>11.7.24 - Defer to September for an update. COSM to meet with OCC and the bus company to address the bus stop move on Oxford Road, which the bus company supports. The pedestrian crossing at Northcourt Road will need to be changed and officers can raise this at the proposed site meeting.</p> <p>12.9.24 - discussed at meeting. Further work on identifying need to be undertaken by cllrs. JH to contact Oxford Bus Company re proposed move of bus stop at Northcourt Road.</p> <p>5.12.24 - discussed in the meeting.</p>

2021	February	GR57	<p>TRAVEL INITIATIVES/ACTIVE TRAVEL 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>	Town Clerk	<p>2.4.21 - LCWIP 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. 17.3.22 – Cllr de la Harpe reported that draft LCWIP produced by OCC recently. Awaiting further information. July 2022: further report direct to meeting 21.6.22 - discussed at meeting, Cllr Fawcett updated members. The outline design was generally supported, the next stage was to go to Cabinet for approval. Nov-22 - Draft Local Cycling and Walking Infrastructure Plan subject to consultation. 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. Mar-23 - Update received from 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 Councillors have advised that they are optimistic. 20.7.23 - NF updated that tranche 3 of the government funding was denied, OCC to bid for tranche 4 funding. 26.10.23 - NF update: OCC have applied for funding for projects but were refused. OCC has been asked to resubmit bids and await response. 7.12.23 - OCC have not received response re junction. 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.' 22.2.24 - TG reported on improvements to cycling infrastructure being undertaken by OCC. 11.7.24 - No updates. Town Clerk to ask TG for an update on the LCWIP. 5.9.24 - Cllr TG asked for update. Town council commits funds to travel initiatives but has no power in this area. Town council could speak to OCC to consider how it might support planned work under this area, OCC has offered a meeting to discuss matters including cycle parking in the Market Place. TG and CS to meet with OCC: TG to send dates to TB to try to arrange a date. 5.12.24 - TG and TB to meet with OCC to discuss this. 2025-26 budget includes funding for active travel. 29.1.25 - Meeting of Officers took place</p>
2021	November	T21	<p>ALBERT PARK CONSERVATION AREA APPRAISAL recommended 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. The Town Clerk was requested to add any correspondence with the Vale of White Horse District Council to the correspondence folder in Sharepoint.</p>	Town Clerk	<p>1.12.21 - agreed by Town Council 21.6.22 - working Group to submit final version for approval by VWHDC by 30.9.22 Nov-22 - Draft report sent to VWHDC. Working party suggested that current conservation area be increased which will require public consultation. 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. 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. 8.6.23 - draft appraisal expected to be brought to the committee by September 2023. 14.9.23 - appraisal undergoing final revision having been reviewed by VWHDC Conservation Team. It is hoped to bring the final version to the next committee meeting. 10.11.23. Locum TC will check on progress with VOWH and report. No update as of this date. 22.2.24 - Ongoing with VOWH - no update to date CC 5.9.24 - Cllr Haliday can provide update. JH to chase volunteers. 5.12.24 - no update</p>
2021	March	IF60/22	<p>REVIEW OF LOCAL TRANSPORT SUPPORT: BUS USAGE WORKING PARTY 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</p>	Town Clerk	<p>16.9.21 - Town Clerk to place quarterly usage figures on to Sharepoint. 13.1.22 – confidential report presented to committee meeting. Agreed to arrange a meeting of the working group to report back at March committee meeting. 17.3.22 – update from 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>after lockdown ends to enable councillors to make an informed decision for the budget for 2022-3. The committee agreed to reconvene the bus usage working party IF51/23 (October 2023): 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.</p>		<p>July 2022 - no further update. Usage figures available on SharePoint. Reconvene working party to discuss and produce a report to committee. 24.11.23 - agreed that a meeting should be arranged with the bus company. Jan 23 - Officers asked to identify capacity for the forward plan to address this priority. Officers requested to share bus usage figures - being done monthly. 8.6.23 - working party to convene. July 2023 - 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 budget is approved in January 2024. Town Clerk to ask members to volunteer to join working party. All town councillors emailed 27.7.23 to seek expressions of interest. August 2021 – Committee Clerk asked to undertake research into the bus service, including usage figures. Report to be provided for the budget cycle. 26.10.23 - discussed at meeting and actions outlined for the WP. 7.12.23 - update to committee. 22.2.24 report attached to agenda 23.5.24 - working party met 11.7.24 - two online meetings to date, with questions raised addressed by officers. Specific issues highlighted included the lack of buses around 12 Acre Drive, the current late start for the number 41 bus, and the possibility of using smaller buses that can access estates across the town. Working party Chair would draft a letter to Oxford Bus Company to raise these queries. The bus company would also be asked if a bus map could be produced for the Abingdon area similar to the one for Didcot. 12.9.24 - update to meeting. 5.12.24 - discussed in meeting. 29.1.25 - Update at meeting</p>
2022	March	T59	<p>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.</p>	Town Clerk	<p>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 making enquires as to commissioning this work and seeking to do this through the Youth Voice. Members delegated authority to officers to progress this and report. November 2022: Members thanked the Locum Project Officer for her report but noted that they wanted to retain the existing designs with only 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 submitted and awaiting approval. Town Clerk to contact Youth Voice to confirm 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 Youth Groups and share with councillors. 26.10.23 - discussed at committee 17.1.24 - VWHDC presentation to town council highlighted the availability of financial and officer support for this project. To be considered by TIC on 22.2.24 22.2.24 - funding offered by VWHDC, working party to discuss plans 5.9.24 - Part of the Public Arts Working group - original artist sourced and TC trying to find contact details. 12.9.24 - A list of possible actions has been prepared and the town council has agreed to the refurbishment of Stratton Way underpass. The original artist has died. The Mayor at the time, Cllr Lorraine Oates, has been asked for further information to enable the project to proceed. 5.12.24 - part of public art strategy. 29.1.25 - Meeting with potential artist scheduled</p>
2022	July	T57	<p>PUBLIC CONVENIENCE PROVISION</p>	Town Clerk	<p>Update 29 June 2022 - 1. Hales Meadow, - 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 - TC to advise VWHDC 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 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 - Town Clerk to speak with</p>

					<p>Museum Manager to get his view. Update requested of VWHDC and response to request for 50% funding of the Guildhall 'Space for Change'. Nov 22 - Discussed with Museum Manager regarding use of 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. Charter car park toilets 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 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. Town Clerk 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. 10.11.23 - Public toilets are the responsibility of VWHDC. Town Clerk emailed VWHDC on 10.11.23. 28.11.23 - Positive response from VWHDC: '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 we 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 - VWHDC undertaking work on public conveniences in town centre. Work being undertaken at the 'space for change' toilet, expected to re-open in February 2024. 12.4.24 - 'space for change' toilet re-opened. 11.7.24 - Officers asked to look into some kind of counter to record how often the 'space for change' facility is used. 5.9.24 – Outstanding. 5.12.24 - Town Clerk spoke to one cafe: no records kept of users. 29.1.25 - No update</p>
2022	November	IF30/22	<p>SIGNAGE It was agreed that the finger post signage around the town needs to be reviewed and raised with the District Council as appropriate.</p>	Town Clerk	<p>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. 12.9.24 - officers to follow up, town clerk has met with officers to action this and use £5k funding from VWHDC. 5.12.24 - ordered replacement finger signs.</p>
2022	March	IF57/22	<p>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.</p>	Town Clerk	<p>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 speed signs 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</p>

					<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>22.2.24 - Update - Contractor asked to provide an in date ~Quotation to supply 7 SIDs. All preparatory work carried out councillors. Once quote is received, order will be placed. RS</p> <p>22.7.24 - FGAM comment: EMR 354 - traffic calming: the committee agreed that this fund should be used to fund the cost of new speed indicator signs instead of CIL funding. CIL funding does not expire until 2026.</p> <p>10.7.24 & 5.9.24 - Mark Francis from OCC contact to see if they agree with the repositioning of the final sign, if so request for support of installation asked.</p> <p>12.9.24 - no update. Signs to be moved to their new sites shortly.</p> <p>5.12.24 - TB to discuss with OCC options to replace signs which were cut down during the fair. No schedule agreed for moving SIDS. EA and Mark G to get data from SIDS before they are moved. Officers looking into posts having solar panels and battery packs installed permanently to make moving the signs easier. EA speaking to Mark Francis, OCC, re schedule for moving signs.</p>
2023	January	IF44/22	NEIGHBOURHOOD PLAN	Steering group	<p>Jan-23 - next step to finalise the Reg 14 after which the draft plan to be submitted to VHWDC, which requires a pre-consultation over six weeks. It is hoped that the Neighbourhood Plan will be finalised for pre-consultation by mid-February although to achieve this a number of remaining activities must be completed.</p> <p>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 2023 – Cllr Lonergan agreed to be the town council representative on the steering group.</p> <p>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:</p> <ul style="list-style-type: none"> - name a lead officer within the town council - review the process around the Neighbourhood Plan - review the contract with Feria. <p>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.</p> <p>1.6.23 - Cllr Skinner asked officers to send out character assessments to all councillors and is awaiting a response.</p> <p>20.7.23 - Cllr Skinner is in contact with the chair of the steering group and the VWHDC officer responsible.</p> <p>26.10.23 - AS to follow up on outstanding actions.</p> <p>11.7.24 - Town Clerk circulated the draft document from Feria, the consultants supporting the project and comments had been requested on any factual issues. Once the document has been reviewed and revised as necessary, it will be returned for amendment. The final draft will be presented to the town council on 31 July 2024 for approval for public consultation and the dates for the consultation. Councillors were advised that they will need to be content with the document before it is approved at this meeting. If agreed, consultation will be planned over an eight week period. The town council is required to consult with all stakeholders and residents before the Neighbourhood Plan can be proposed for approval in a referendum. If the draft Neighbourhood Plan is approved by the local planning authority, the district council, it will be considered by an independent examiner, after which there will be a public referendum of residents. If approved, the plan needs to be adopted by the town council as its neighbourhood plan. The Town Clerk and the Properties and Events Officer will lead on the project consultation, in consultation with the steering group and consultants.</p> <p>5.9.24 - final draft of the plan with consultants. Town Clerk contacted Feria and asked for Teams meeting to go through Reg 14 proposals and see what support they can provide, awaiting response.</p> <p>12.9.24 - (IF21/24) The Town Clerk has spoken to Cllr Skinner and held a separate meeting with Feria Consultants. The draft Neighbourhood Plan has been returned to the consultants, who have confirmed that they have all the information needed. A final draft is being prepared which will incorporate all the suggested</p>

					amendments. Reg 14 consultation period: Feria have submitted a proposal for support, which has been accepted and the consultant will submit a fee proposal for consideration by FGAM to ensure that it can be actioned as soon as possible. As part of their work, the consultancy will review any recommendations arising from the Reg.14 consultation and will advise the town council on how to address them. The referendum may not be taken forward in the short term as an inspector must be appointed to review the draft and there is currently a shortage of available inspectors. The consultant advised that it may take up to 12 months to reach that stage. 5.12.24 - public consultation to start 16.12.24, to end in mid-February. Online, in Town Crier, window display in Unit24 through the whole of the period. TOward the end of the consultation, display to go into the Roysse Room to be staffed by Town Cler and Feria consultants. Online and paper response offered. 29.1.25 - Reg 14 underway
2024	July	IF5/24	COMMUNITY CENTRES Cllr Skinner planned to convene a meeting of community centres. Cllr Skinner had been focused on the Neighbourhood Plan so this proposed meeting had not yet been arranged. The Town Clerk would contact Cllr Skinner for an update.	Town Clerk	5.9.24 – Town Clerk emailed Cllr Skinner for update. 12.9.24 - AS has prepared a list of contacts and will arrange a date for a meeting. Town council will support with a location if needed. 5.12.24 - AS planning a meeting in January 2025. 29.1.25 - AS facilitated meeting, need update.
2024	July	IF8/24	PUBLIC ART WORKING PARTY - The sculpture on the wall above Pablo Lounge needs cleaning. Town Clerk to find out who owns the building and follow up. - Outdoor services team asked if a new plaque could be provided for the needle at Abbey Close. - Refurbishment of the murals in the ramps to the Stratton Way underpass has been agreed, with co-funding offered by VHWDC. Funding can be used for the refurbishment of existing artworks. The working party needs to consider what to add. The Town Clerk would follow up to move the project forward.	Town Clerk	5.9.24 - COSM asked to replace plaque, original artist named, TC trying to find her contact details. 12.9.24 - update to committee. Working party to be organised so that cllrs can agree actions for officers. Cllr Leo Midwinter proposed as member of the working party, seconded Mark G, agreed. A list of possible actions has been prepared and the town council has agreed to the refurbishment of Stratton Way underpass. The original artist has died. The Mayor at the time, Cllr Lorraine Oates, has been asked for further information to enable the project to proceed. 5.12.24 - on agenda Jan 25 - officers have established that the sculpture on the wall above Pablo Lounge is privately owned. The town council is consequently not responsible for this and cannot organise work on a privately opwned property.
2024	July	IF11/24	ON-STREET PARKING REVIEW Scoping document from the county council for a project to be undertaken in the current financial year, consultation response deadline 9 August 2024. Town Clerk asked to respond to the county council to confirm the timescale for the project, to highlight the county council project to explore active travel on Ock Street, to share this response with Abingdon county councillors, and to publicise the project in the Town Crier for wider consultation.	Town Clerk	5.9.24 - Email sent to OCC (including County Councillors). No publicity to go ahead until OCC have written to residents 5.12.24 - no update from OCC 29.1.25 - No update from OCC
2024	August	P41/24	FLOOD MANAGEMENT PLAN The Planning Committee noted that Abingdon has an emergency flood plan which may require reviewing by Abingdon-on-Thames Town Council and request that this flood plan is presented to the Infrastructure and Planning Committees.	Cemeteries and Outdoor Services Manager	August 2024 - Town Clerk advised that this should be referred to the Cemeteries and Outdoor Services Manager, to report to a single committee, so the action will be listed under the Town Infrastructure committee. Sept 2024 - Flood plan underway; admin support allocated to help and a draft plan is being prepared. 5.12.24 - officers working on draft plan.
2024	September	IF24/24	BUS SHELTER ON OCK STREET It was RESOLVED that a new bus shelter be installed on Ock Street near to the junction with Victoria Road (OX14 5DL) in the Fitzharris Ock Ward for buses heading towards Oxford. Officers were asked to consult with Cllr Greenaway as the local ward member on the final design. Officers were asked to enquire if the new shelter could have the town council named on it.	Cemeteries and Outdoor Services Manager	5.12.24 - bus shelter installed. 29.1.25 - Confirmation received from RNIB that bus shelter colours are compliant - Close action