

Abingdon Town Council

Environment, Amenities and Infrastructure committee 2 June 2025

Item 14: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
2019	June	A15	<p>ROUNDABOUTS 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>	Project Manager: Community and Business Engagement	27.5.25 - Contract with ODS for cutting expires end of July 2025. The Vale do NOT have capacity to undertake the works and the quote from ODS is not good value for money. Suggest we do not renew; and leave the county to take back respinsicibilty for thier land.	<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.</p>

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2021	April	NEW CEMETERY	Cemeteries and Outdoor Services Manager	<p>27.5.25 - The two preferred sites are not an option as that area of land is part of the owners long term plans and as such is not up for sale. CDS proceeding with enquiries into the back up 3rd option - although on a green belt area, could potentially be unsuccessful.</p>	<p>Apr to Jun 2021 - Land offer from VOWH - Key decision on proceeding</p> <p>Jun 2021 review - Masefield Crescent site part of Vale Strategic Property review See Amenities Committee - 9.6.21 Recommended: 1) New Cemetery Working Group reappointed; 2) Sum of £20,000 released from the earmarked reserves towards work on the business case; 3) Other potential sites in the town be explored cemetery infrastructure is already in place); 4) Confirmation on suitability of Masefield Crescent site undertaking a desk top exercise; 5) Valuation of the Masefield Crescent site; 6) A business proposal be developed, as far as we are able, ahead of further information from DC; 7) Dialogue with the District Council continue during this period so that proposals can be informed. Further meeting due with VWHDC June 21</p> <p>February 2022 - Feasibility study scoped and contract awarded. Work on feasibility study taking place in April 2022 – see update on agenda for meeting of 8 March 2022</p> <p>July 2022 - external consultants, CDS, are making good progress and submitting regular updates - the original timetable has slipped slightly as they required detailed information.</p> <p>September 2022 - New cemetery working group will meet to consider feasibility study and matter will be on agenda for the meeting in November 2022..</p> <p>November 2022 - feasibility study received, working party to meet to discuss report.</p> <p>Jan 2023 - working party met with former Town Clerk and would report to a future meeting.</p> <p>21.2.23 – report from Cemeteries and Outdoor Services Manager on options for new cemetery. item held in confidence due to commercially sensitive information. RESOLVED to proceed with the proposed programme of work to prepare a business case for a new cemetery.</p> <p>5.6.23 - Cllr Halliday to prepare a draft specification to circulate to working party members, after which quotes would be sought.</p> <p>13.6.23 - Report from CDS to identify possible sites in Abingdon and advise on the likely timescale for a new cemetery, including when this will be needed. Three potential sites have been identified and consultation will be needed with planners and landowners to check hydrological conditions. JH will prepare a specification for the working party to consider and report back to the committee and confirm a business case. Any site could be used initially for allotments. A lodge may be</p>

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					<p>needed for the site for staff and security presence, plus machinery storage. 10.7.23 - no update. Aug 23 - Still awaiting draft specification from Cllr Halliday. Sep 23 - no update, November 23 - Request sent to CDS to quote for : 1. Determine whether a positive view might be forthcoming from the Vale of White Horse District Council's Planning Department; 2. If positive, check there are no restrictive covenants on the land; 3. If positive, determine the willingness of the landowner to dispose of the site at a reasonable price, subject to a groundwater survey giving positive results 4. If positive, provide the Council with indicative costs of carrying out a groundwater survey at the site. 15 Nov 2023 - Discussion with Cllr Halliday, quote received from CDS. Report to be prepared to approve agreed works. RS 28.11.23 - report to committee 5.12.23 December 2023 - E62/23 - RESOLVED that officers instruct CDS to carry out the tasks detailed in the report and that expenditure identified in the quote of £6,900 (excluding VAT) be authorised using budget 203/4633. 14.2.24 - CDS instructed to proceed with survey work on proposed cemetery sites in consultation with the Cemeteries and Outdoor Services Manager. 17.9.24 - meeting of new cemetery WP to be arranged. Action GB 18.2.25 - town council has appointed CDS, a specialist property company, to approach potential site landowners to discuss possible procurement and relevant site surveys. This is ongoing.</p>
2021	January	<p>PLASTIC-FREE TOWN INITIATIVE Work with Abingdon Carbon Cutters (ACC) regarding the plastic free town initiative with the objective that shop and market retailers use no plastic or polystyrene.</p> <p>15 Nov 2022 E119/22 - SINGLE USE PLASTIC Members received and considered the briefing paper, the press release and the plastic pledge document from the Locum Project Officer. RESOLVED that the Locum Project Officer work alongside the Chair, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative.</p>	Town Clerk	<p>27.5.25 - Remove from register; this has been exhausted, the stalls holders operate within the national legislation. The PM Property and Place is monitoring the market on a weekly basis.</p> <p>Jan to Mar 2021 - Commence work with an audit of retailers Apr to Jun 2021 - Agree and implement measures and incentives to achieve the objective that shop and market retailers use no plastic or polystyrene. Pop-up to promote reusable cups took place 29 May 21 June 2021 - Cafes audited. Most retailers do not now use polystyrene. Work delayed due to Covid but next steps and proposal to be considered at next meeting. October 2021 - Use of single-use plastic in relation to activity on the Market Place considered by Community committee, September 2021. Report of the Community Services and Events Officer on the single-use plastics policy on the Market Place was noted. Community Services and Events Officer noted the delay in rolling out the new policy due to the pandemic and health and safety concerns over reusing items. The policy was now being introduced in consultation with market traders. Report to a future meeting to consider the position regarding plastic-free initiatives beyond the Market Place. September 2022 - To discuss consolidating this work into a wider project with the Green Forum. Agenda item 13 & 14, Nov 2022 Nov 2022 - briefing paper, press release and plastic pledge document from Locum Project Officer. Locum Project Officer to work alongside the Chair, Cllr Barody and Carbon Cutters to amend and merge document and thereafter launch the initiative. Jan 2023 - Chair of the committee would speak to Chair of Community Committee to prepare a joint proposal for the next meeting. Feb 2023 – discussions continue, update to follow at a future meeting. 13.6.23 - Chairs of E&A and Community planning a proposal for September meeting to remove single-use plastics in markets. 10.7.23 - Chairs of E&A and Community met and are planning a launch of reduction in single-use plastic at Music in the Park with plans to bring incentives to market traders and businesses for good practice later in the year. Sep 23 - update from Chair to next meeting 28.11.23 - Chair to present proposal to meeting on 5.12.23 5.12.23 - Agreed that the decision on a discount to be offered to stallholders who stopped using single use plastics should be made by FGAM. Town Clerk recommended consultation with market</p>	

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					<p>traders before implementation of any new scheme. The Chair would review the proposal based on the discussion at the meeting and would amend the date under proposal 1b to 1 April 2024. The Chair would bring a revised proposal with a proposed rental discount for market traders to the next meeting. The Town Clerk would provide costings on stall fees and officer time in managing invoicing to inform the decision.</p> <p>13.2.24 - work continues with a view to complete proposal in May 2024</p> <p>20.2.24 - GB and RS have consulted with stallholders about adjusting use of plastics. Further consultation will take place over the next 6-8 weeks, working with Anne Smart. Positive conversations so far. Formal proposal hoped for in May 2024 to include option of reduced rents for stallholders adopting changes. 16.7.24 - The green forum asked if there was any progress on single use plastics project. Cllr Gabby Barody would be asked to update the next meeting. Officers were asked to approach new stallholders to advise them of the council's policy to take a more proactive approach. A new town council officer is expected to address this and the town clerk would be asked to advise on this.</p> <p>29.1.25 - CC: due to the time lapse of our last consultation with stall holders, VM will be asked to speak to the current ones and report back.</p>
2021	January	REVIEW OF PLAY AREAS	Cemeteries and Outdoor Services Manager	<p>27.5.25 - COSM is awaiting final figures for a play area costed plan, deffer to Sept meeting.</p>	<p>Jun 2021 - Review undertaken.</p> <p>Oct 2021 - Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021</p> <p>Nov 2021 - Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers.</p> <p>Feb 2022 - Play area working group established, meeting originally to be arranged for late March 2022.</p> <p>July 2022 – Cemeteries and Outdoor Services Manager reported that play areas had been considered in turn and the following proposals will be made to the working group:</p> <ul style="list-style-type: none"> - Boxhill and Chilton – recently improved so no proposals - Caldecott Recreation Ground – improving play value for those aged up to 11 within the enclosed park whilst providing activities for those older, in the adjacent area. Activities would include a pendulum basket swing and a hurricane swing. There would be scope to further extend in the future as it is a large with potential. Adult fitness equipment will be installed shortly. - Chaunterell Way - propose extending the enclosed area with a basket swing, two DDA compliant roundabouts - simulator roundabout and inclusive wheelchair roundabout. Outside the play park, adjacent to the trees – toddler area with items which include interactive panels, balancing mushrooms/ logs, talking flower tubes and picnic table. Often young families visit this park. - Masefield Crescent – tall multi-play climbing unit to take advantage of the site's elevated position. <p>Sept 2022 - Request committee to set a date for the meeting of the working group as soon as possible to agree officer proposals in order to go out to tender. Working group previously appointed 2021/22 will need to be reappointed; previously consisted of Cllr Barody, Cllr Bowring, Cllr Halliday and Cllr Oates.</p> <p>Oct 2022 - . Cemeteries and Outdoor Services Manager asked to circulate proposals for equipment to be installed in the Caldecott Rec by email with a deadline for comments - this would allow this scheme to proceed immediately. He was also asked to prepare a detailed costed plan and timetable for all the town council's play areas, considering the suggestions and comments that had already been submitted by ward members - thereafter the working party to meet with the locum project manager and the Cemetery and Outdoor Services Manager to review the proposals and whether existing CIL funds could be used.</p> <p>Nov 2022 - Locum Project Officer asked to convene a meeting of the play area working group, suggested date Friday 2 December.</p> <p>10.1.23, minute E135/22 – AGREED that the improvement projects identified at items 6.2 (Caldecott Recreation Ground), 6.3 (Boxhill Recreation Ground), 6.4 (Masefield) and 6.5 (self-closing gates at all enclosed play areas) would be undertaken in the current financial year.</p>

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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>27.5.25 - On agenda under COSM Report for resolution to proceed with project.</p> <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 originals shelter was not replaced. The committee asked</p>

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2021	February	GR57	<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. 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>27.5.25 - No response from emails ent to OCC 28.2.25</p>	<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.</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 draft LCWIP produced by OCC recently. Awaiting further information.</p> <p>July 2022: further report direct to meeting</p> <p>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.</p> <p>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</p>

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2021	November	T21	<p>ALBERT PARK CONSERVATION AREA APPRAISAL</p> <p>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 / Cllr Jim Halliday	27.5.25 - JH to update	<p>1.12.21 - agreed by Town Council</p> <p>21.6.22 - working Group to submit final version for approval by VWHDC by 30.9.22</p> <p>Nov-22 - Draft report sent to VWHDC. 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 - appraisal undergoing final revision having been reviewed by VWHDC Conservation Team. It is hoped to bring the final version to the next committee meeting.</p> <p>10.11.23. Locum TC will check on progress with VOWH and report. No update as of this date.</p> <p>22.2.24 - Ongoing with VOWH - no update to date CC</p> <p>5.9.24 - Cllr Haliday can provide update. JH to chase volunteers.</p> <p>5.12.24 - no update</p> <p>13.2.25 - JH is recruiting volunteers</p>
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</p>	Town Clerk	27.5.25 - On Agenda	<p>16.9.21 - Town Clerk to place quarterly usage figures on to Sharepoint.</p> <p>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.</p> <p>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>July 2022 - no further update. Usage figures available on SharePoint. Reconvene working party</p>

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			<p>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> <p>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>to discuss and produce a report to committee.</p> <p>24.11.23 - agreed that a meeting should be arranged with the bus company.</p> <p>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.</p> <p>8.6.23 - working party to convene.</p> <p>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.</p> <p>Town Clerk to ask members to volunteer to join working party. All town councillors emailed 27.7.23 to seek expressions of interest.</p> <p>August 2021 – Committee Clerk asked to undertake research into the bus service, including usage figures. Report to 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> <p>22.2.24 report attached to agenda</p> <p>23.5.24 - working party met</p> <p>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.</p> <p>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.</p> <p>12.9.24 - update to meeting.</p> <p>5.12.24 - discussed in meeting.</p> <p>29.1.25 - Update at meeting</p> <p>13.2.25 - update to meeting</p>
2022	March	T59	<p>STRATTON WAY UNDERPASS</p> <p>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.</p> <p>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,</p> <p>c) the committee delegates approval of the contracting arrangements to the Town Clerk in consultation with the committee chair.</p>	Project Manager: Community and Business Engagement	<p>27.5.25 - Draw down of Public Art fund has been submitted to Vale, the artist has been commissioned. Once confirmation of funding is received the project will commence.</p>	<p>15.07.22 update: Permission granted subject to liaison regarding the works to be undertaken. Now to proceed to (b)</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>9.3.23 – Town Clerk has contacted Youth Voice and is awaiting a response.</p> <p>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.</p> <p>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.</p> <p>26.10.23 - discussed at committee</p> <p>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</p> <p>22.2.24 - funding offered by VWHDC, working party to discuss plans</p> <p>5.9.24 - Part of the Public Arts Working group - original artist sourced and TC trying to find contact details.</p> <p>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.</p> <p>5.12.24 - part of public art strategy.</p> <p>29.1.25 - Meeting with potential artist scheduled</p> <p>13.2.25 - update to meeting. RESOLVED to give officers authority to use section 106 funds to enable the project to begin.</p>

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2022	July	T57	PUBLIC CONVENIENCE PROVISION	Town Clerk	27.5.25 - Remianing £700 from 2024-25 budget has been ringfenced in EMR, so far todate, no providers have conformed renewal for 2025-26. Recommend this action is closed.	<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.</p> <p>15.07.22 - TC to advise VWHDC in relation to the cost in 4. Otherwise action as requested is complete.</p> <p>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 Museum Manager to get his view.</p> <p>Update requested of VWHDC and response to request for 50% funding of the Guildhall 'Space for Change'.</p> <p>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.</p> <p>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.</p> <p>1.6.23 - not practical to use town council toilets.</p> <p>20.7.23 - alternative plan discussed at the meeting, to be taken forward.</p> <p>14.9.23 - on agenda.</p> <p>10.11.23 - Public toilets are the responsibility of VWHDC. Town Clerk emailed VWHDC on 10.11.23.</p> <p>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'.</p> <p>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.</p> <p>12.4.24 - 'space for change' toilet re-opened.</p> <p>11.7.24 - Officers asked to look into some kind of counter to record how often the 'space for change' facility is used.</p> <p>5.9.24 – Outstanding.</p> <p>5.12.24 - Town Clerk spoke to one cafe: no records kept of users.</p> <p>29.1.25 - No update</p> <p>13.2.25 - current provider is not going to take the project forward. No budget for the next financial year so recommended to close the action. THis will be discussed at the next meeting. Officers asked to allocate funds to an EMR to ensure they remain available in the next financial year.</p>
2022	November	IF30/22	SIGNAGE It was agreed that the finger post signage around the town needs to be reviewed and raised with the District Council as appropriate.	Cemeteries and Outdoor Services Manager	27.5.25 - Project complete - cpmolete action	<p>8.6.23 - JH preparing a report on the signs and what work is needed. To report to a future meeting.</p> <p>20.7.23 - report to come to the meeting in September.</p> <p>14.9.23 - on agenda</p> <p>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</p> <p>1.12.23 - Report submitted to VOWH requesting funding from Market Towns Initiative. - Karen Roberts VOWH dealing.</p> <p>Jan 2024 - funding has been approved, officers to explore action.</p> <p>12.9.24 - officers to follow up, town clerk has met with officers to action this and use £5k funding</p>

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						<p>from VWHDC. 5.12.24 - ordered replacement finger signs. 13.2.25 - order placed, awaiting delivery. 27.3.25 - Remianing £700 from 2024-25 budget has been ringfenced in EMR, so far todote, no providers have confromred renewal for 2025-26. Recommend this action ha closed.</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>27.5.25 - letter to site 14 was sent w/c 5th May 2025, informing of the installtion. OCC will return to install post and replace the 2 removed for fair. Training on the data platform will be booked once a date is set.</p>	<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 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 - 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 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. 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. 12.9.24 - no update. Signs to be moved to their new sites shortly. 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. 13.2.25 - 4G connections ordered, data to be obtained when they are installed. ONce the data has been downloaded the signs can be moved. New posts are being considered for other locations.</p>
2023	September	E45/23	<p>ACTIVE TRAVEL MAP The committee recommended a review of</p>	Town Clerk	<p>27.5.25 - no updates review for Sept meeting</p>	<p>16.7.24 - to be reviewed in September 2024. 17.9.24 - considered by committee, no changes recommended 29.1.25 - No update</p>

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			the map annually, commencing in September 2024			
2023	January	IF44/22	NEIGHBOURHOOD PLAN	Town Clerk	27.5.25 - need updating	<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 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.</p> <p>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. Online and paper response offered.</p> <p>29.1.25 - Reg 14 underway</p> <p>13.2.25 - The Neighbourhood Plan consultation has now closed and officers and consultants are reviewing the comments received. A report will be prepared by consultants.</p>

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2024	February	E81/23	PLAY AREA IMPROVEMENTS - STORAGE CONTAINER FOR FLOOD PREVENTION ITEMS RESOLVED to install a container at Chaunterell Way play area to store flooding equipment to enable it to be quickly distributed if flooding occurs in this area. The Cemeteries and Outdoor Services Manager would consult with Ock Valley Flood Group on how best to use the container. Officers would spend up to £5,000 from budget 201/4602, green projects.	Cemeteries and Outdoor Services Manager	27.5.25 - Residents have not raised concerns over the appearance of the container. Remove item	16.7.24 – container paid for, concrete base to be installed before container is put in place. TG has spoken to group re decorating the container, group to submit quote. 05.9.24 - TG & JH to meet with residents to discuss equipment to store in container. 12.9.24 - One quote has been received for decoration of the container and has been shared with the working party. More quotes are needed. 18.2.25 - moved from Environment and Amenities committee to Town Infrastructure committee as this falls under the public arts WP
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 / cllr Andrew Skinner	27.5.25 - Cllr Andrew Skinner to update	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.	Project Manager: Community and Business Engagement	27.5.25 - No update	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 - RESOLVED to adopt the public art strategy. 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 owned 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	27.5.25 - No update from OCC - remove action	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	27.5.25 - Emergency Plan has been submitted to OCC, EA and Vale for review - Flood mgt included in EP, detailed work will continue once feedback on EP is received.	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. 13.2.25 - ATC working on an emergency plan which has taken priority over the flood plan. OCC sharing information on this and ATC is working with VHWDC on this.
2024	December	IF36/24	BUS USAGE Officers were asked to check if the bus service displays a notice to advertise the	Project Manager: Community and	27.5.25 - Branding and logo now in place; updating of shelters can now take place.	25.2.25 - LM has contacted with Oxford Bus Company - currently awaiting a response. 26.03.2025 Officer met with representative from bus company, they will add 'funded by' and ATC logo to their next print run of no.41 bus leaflets, they will also add this to the pdf timetable on their

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			financial support provided by the town council for the number 41 service and if not to request this either on bus stops or on the buses.	Business Engagement		website and have linked officer in with their marketing lead to discuss highlighting the funding via socials. LM to send over logo, LM awaiting new logo which has Abingdon-on-Thames Town Council instead of the current Abingdon TC 13.2.25 - the Project Manager: Community and Business Engagement is looking into this and will update a future meeting.
2024	September	E19/24	REQUEST TO INSTALL FENCE ART AT CALDECOTT RECREATION GROUND Proposal to create an artwork in South Abingdon, supported by the Vale of White Horse District Council and MakeSpace. Officers advised that any maintenance and tidying would be dealt with by the town council's Outdoor Services team, which visits the area regularly. It was suggested that if successful, this could become a regular project, with appropriate funding sought from the district council. Other locations in Abingdon might be considered in future years. RESOLVED that the proposal be agreed in principle, with a report presented to a future meeting. The applicants were asked to provide detailed proposals for the scheme and the materials to be used	Project Manager: Community and Business Engagement	27.5.25 - awaiting scheme & grant application from Make Space. Remove action until Make Space take action	30.1.25 - Project Manager: Community and Business Engagement spoke to the VWHDC Arts Development Officer and Damascus. Currently project hasn't moved forward due to lack of resource at Damascus so no designs have been produced as yet. Could be a project to take forward in the future. Very positive that town council are happy to receive designs in principle before commission happens. 18.2.25 - moved from Environment and Amenities committee to Town Infrastructure committee as this falls under the public arts WP
2024	September	E23/24	VOLUNTARY WATER BAILIFF Officers to investigate the practicalities of appointing an honorary water bailiff, that the person is given appropriate support and training and that they are asked to complete a DBS check.	Cemeteries and Outdoor Services Manager	27.5.25 - Meeting scheduled for 9th June with TC and COSM	18.2.25 - not prioritised over winter, COSM to look into this in advance of the new season.
2024	September	E21/24	FINANCE REPORT - PLAY AREAS The committee received a list of earmarked reserves (EMRs) for the committee. It was noted that the EMRs for play equipment are large but the cost of repair and installation of equipment is high so the budgets for this are prudent. The Cemeteries and Outdoor Services Manager was asked to report on play areas to be refurbished so that committee members can consider this in advance of the budget process.	Cemeteries and Outdoor Services Manager	27.5.25 - same as action above; consolidate the actions	18.2.25 - report to committee 26.2.25 - This is surely part of the above "Review of Play Areas"? the report went in and actions were agreed as mentioned above.
2024	September	E24/24	OUTDOOR SERVICES STORAGE Report from the Cemeteries and Outdoor Services Manager on future storage and garden nursery provision. The outdoor storage issue may be resolved as the landlord of the town council's current storage in Shippon will be able to provide additional storage on-site which would be within the current budget. The Cemeteries and Outdoor Services Manager would look into this and report to a future meeting. No polytunnel storage is available but the Cemeteries and Outdoor Services Manager advised that the team is now at full complement and would be able to deal with this. RESOLVED that	Deputy Town Clerk	27.5.25 - Planning application submitted to Vale awaiting outcome	18.2.25 - COSM updated the committee on progress with installing the polytunnel. Questions submitted from a resident regarding the polytunnel erected at the cemetery. Deputy Town Clerk to respond. Responsibility changed to Deputy Town Clerk for this reason.

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			polytunnel storage be erected in the cemetery behind the depot. Officers were asked to inform residents in neighbouring properties of the plan.			
2024	September	E27/24	TREE PLANTING The committee considered working with Trees for Streets to increase the canopy in Abingdon. The Chair, Cllr Greenaway, asked if the town council could contact the organisation to request help with planting more trees and to contact the district and county councils to encourage them to plant more trees. The Chair would liaise with officers on further action.	Chair of committee	Cllr Gabby Barody to update (Cllr Tom Greenaway)	
2024	December	IF38/24	SPEEDING SURVEY AROUND BOSTOCK ROAD, PARK ROAD, VICTORIA ROAD AND CONDUIT ROAD A resident raised the issue of speeding along these roads but there was no collision history on the roads and that funding for actions to address speeding is directed at areas where there is a history of incidents. Formal data is needed to enable the police to respond: the town council could request and fund a speed survey which would record speeds over a 24 hour period. Officers to locate the existing speed gun and if not possible an item will go on to the next agenda to consider the purchase of a new speed gun and to investigate training to use it. Officers to explore the cost of a speed gun and refer it to FGAM. Oxfordshire County Council (OCC) can conduct a speed survey using a box which records speeds. RESOLVED to spend up to £400 on an OCC speed survey on the relevant roads, to be funded from the Traffic speed indicators budget (302/4802). RESOLVED to liaise with Thames Valley Police to look into getting training and a speed camera to undertake speed surveys.	Town Clerk	27.5.25 - Survey's commission with OCC 28.2.25 - chased OCC for update	13.2.25 - town council speed gun located and checked for compliance with Thames Valley Police requirements. 27.5.25 - request for speeding surveys re-sent
2025	February	IF49/24	BUS USAGE INFORMATION Officers were asked if figures for bus usage could be amended to reflect the financial year. This would be looked at and provided to future meetings.	Democratic Services Officer	20.5.25 - pending	
2025	February	E39/24	CHRISTMAS LIGHTS The Cemeteries and Outdoor Services Manager advised that the Christmas lights owned by the town council in storage will be brought back and photographed to be offered for sale to other councils.	Cemeteries and Outdoor Services Manager	27.5.25 - No update	26.2.25 - Lights collected and in Town Council storage awaiting testing and photographing.
2025	February	E37/24	PUBLICITY Play equipment, it was noted that the town	Project Manager: Community and	27.5.25 - complete remove action	25.2.25 - Play equipment article published in the Town Crier Dec 2024 and scheduled into Meta posts to go out March 2025, also added to the website.

Environment, Amenities and Infrastructure committee 2 June 2025 - item 14: Actions Register

			council has spent £96,000 on upgrades to play equipment. This should be publicised.	Business Engagement		
2025	February	IF52/24	ABINGDON BRIDGE SURVEY Request from the Traffic Advisory committee to contact Oxfordshire County Council to establish if there is existing survey data of traffic flows across Abingdon Bridge and what data it might be possible to obtain with a traffic survey in advance of planned development at Culham. Data collected would enable any changes in traffic volume and type to be identified and appropriate action to be considered as a result. RESOLVED that if Oxfordshire County Council does not have traffic data for Abingdon Bridge, the committee authorises the Town Clerk to request a traffic survey	Town Clerk	27.5.25 - request sent to OCC 28.2.25 - chasing update	28.2.25 - request sent to transport monitoring.
2025	February	IF53/24	RADLEY ROAD LORRY RESTRICTIONS Request from the Traffic Advisory committee to amend road signage on Radley Road. RESOLVED to contact Oxfordshire County Council to request that signage is changed at the town centre end of Radley Road at the junction with Audlett Drive to redirect lorries along Audlett Drive.	Town Clerk	27.5.25 - Mark Francis OCC officer agreed signing Audlett Drive as the 'through route'. Close and remove action	28.2.25 - Town Clerk contacted the county council re this request. County council response: 'With regard to signing in Radley Road, we wouldn't be able to restrict lorries using Radley Road as there isn't a vehicle weight restriction there, we could look at signing Audlett Drive as the 'through route' – would that be acceptable?' Proposal passed to TIC members 28.2.25 5.3.25 - confirmation received from four councillors so the county council was contacted to agree to the proposal.
2025	February	IF54/24	TOWN CENTRE CONSERVATION AREA APPRAISAL A volunteer has been identified with appropriate expertise who is willing to undertake the project. The town council is recommended to invite them to set up a working party and it was recommended that the Chair of Planning be asked to deal with this. The working party would be asked to report to the planning committee.	Town Clerk / Cllr Jim Halliday	Cllr Jim Halliday to update	