

Abingdon Town Council
Community committee 11 June 2025
Item 13: Actions Register

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
2020	February		NOTICEBOARDS 1: CYLINDRICAL NOTICEBOARD	Cemeteries and Outdoor Services Manager	27.5.25 - When contact re fly posting from Vale comes through - we will ask her to make contact with the Blue Boar pub and stop them fly posting - therefore this NB is not required.	<p>4.9.19 - minute A26: The Committee requested officers to investigate the cost of having a purpose-built round heritage notice board for the Market Place, whilst Members considered its proposed siting where the telephone kiosks used to be situated.</p> <p>25.2.20 - minute A60: Minute A26: Members noted that the delivery of the new notice boards for Roysse Court and Bath Street was expected imminently. Re cylindrical notice board, David Ogilvie Engineering have undertaken to design this with an indicative cost of £7,500. Resolved that officers go ahead with the design for this item and report back to the committee. The Chair of the Communications Committee would also be consulted on the location.</p> <p>Oct 2020 - order with Ogilvie cancelled as they did not reply after several reminders. We are now looking elsewhere but the importance of this noticeboard is on a back burner as Councillors thought it was not important during pandemic times</p> <p>Jan 2021 – one quote received and a further being sought for alternative designs, presented to committee on 20.1.21.</p> <p>March 2021 - committee suggested locations for alternative noticeboards: Broad Street - pavement owned by OCC; Station Yard - owned by VWHDC. Committee requested that officers consult with these councils on the possibility of placing noticeboards on these two sites.</p> <p>12.10.22 – District Council responded to advise of support in principle, with information given on the process of applying for permission.</p> <p>C22/23 Questions submitted by Roberta Nichols on behalf of the Friends of Abingdon Civic Society re noticeboard in the Market Place. Chair, Cllr Fawcett, would look into this matter as part of the communications review and it may be necessary to consider an alternative location in the Market Place for the noticeboard. The review would address the use of noticeboards around the town.</p> <p>9.7.24 - Cemeteries and Outdoor Services Manager advised that these items cannot currently be procured.</p> <p>January 2025 - COSM advised that the project cannot proceed so it is recommended to remove this item. JH opposed this as the level of flyposting is increasing. A dedicated flyposting site could help to reduce this. It was suggested that the planned Market Noticeboard could have one side for flyposting.</p>
2021	June		NOTICEBOARDS 2: MARKET PLACE NOTICEBOARD RECOMMENDED to the Community Services Committee that the Market Place Noticeboard, which had originally been located on the wall of the building next to the Market Place Flower bed, be replaced.	Cemeteries and Outdoor Services Manager	27.5.25 - On agenda under COSM Report for resolution to proceed with project.	<p>Dec 2021 - approved by Full Council.</p> <p>22.3.22 – March 2022 - following physical inspection of proposed location and review by Chair and officers, the committee recommended a change to the agreed location. The recommendation was not approved by Full Council. To be reconsidered by the committee.</p> <p>12 July 22 - report from Community Services Manager was considered and it was AGREED that the Community Services Manager should speak with the owners of R&R café in the Market Place to understand their objection and that an informal consultation should take place with other users of the Market Place such as the Monday Market, the Farmers' Market and businesses near the site and bring this to the next meeting in September 2022.</p> <p>6.9.22 - Minute C38/22: update provided by the Community Services Manager on the agreed informal consultation, which had not proceeded due a query over the scope of the consultation. The action agreed at the previous meeting was reiterated and it was AGREED</p>

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						<p>that the new noticeboard be installed if there was no major objection from an adjacent business or market trader. If there was any major objection, the decision to proceed would be delegated to the Town Clerk in consultation with the chair of the committee.</p> <p>Nov 2022 - The Community Services Manager advised that there would be an issue with the siting of the noticeboard each year when the fair came. No feedback had been sought from businesses on the Market Place and this should still be done. The committee supported the installation of a noticeboard in the Market Place and officers would take this forward.</p> <p>5.2.24 - funds have been received from VWHDC for finger post work.</p> <p>11.7.23 - (minute C22/23) The Chair, Cllr Fawcett, would look into this matter as part of the communications review and it may be necessary to consider an alternative location in the Market Place for the noticeboard. The review would address the use of notice boards around the town.</p> <p>10 Nov 23 RS - VWHDC has asked ATC to identify two projects which they will pay for up to £5,500. In consultation with the Leader, Finger Posts and the Notice Board project identified, VWHDC was informed and would take this forward.</p> <p>20.2.24 - project discussed with COSM, who will address this project shortly.</p> <p>03.09.24 - COSM awaiting quotes from supplier of Bath Street noticeboard and installation quotation from civil engineering contractor.</p> <p>Jan 2025 - no update.</p> <p>26.2.25 - Quotations received. This project can be completed for £6781.32.</p>
2021	March	CS69	<p>BANDSTAND PROJECT Agreed that that the bandstand is a jubilee project which needs to be started. AGREED a steering group for the bandstand project would be established under the proposed jubilee working group.</p>	Project Manager: Place and Property / Cllr Jim Halliday	May 2025 No further action - standing item.	<p>30.11.21 - Working party met 30.11.21, Properties Officer looking for advice on pre-planning and flood risks with the Vale of White Horse District Council and the Environment Agency.</p> <p>June 2022 - Working Party identified two potential sites. Properties Officer had consulted the Environment Agency and the Vale of White Horse District Council who confirmed that both sites were viable and would be able to give more detailed feedback on receipt of a pre-application planning application. The Town Clerk had contracted a firm of architects to prepare two outline designs to accompany the pre-application submission.</p> <p>Nov 2022 - architect has provided information including possible two possible locations, two possible designs, and a summary of matters taken into account in preparing designs. This pack has been submitted to the Vale of White Horse District Council Planning Team for pre-application advice. It is expected that a meeting will be held with a member of the Planning Team in the near future, after which a written response will be sent to the Council outlining the views of both the Planning Team and Environment Agency. The Bandstand working party will meet to consider next steps: if the pre-application advice is favourable then a combined sponsorship and consultation plan will be drawn up. It was suggested that the town council could include a provisional sum of £50,000 in the draft 2023/24 budget. Agreed that should the scheme proceed it might be appropriate to use CIL funds.</p> <p>11.07.23 - Community committee agreed to reinstate the working party with the membership as follows: Cllr Halliday, Cllr Jehanli, Cllr Oates, Steve Rich, Glynne Butt. The budget for the bandstand is zero but there is an earmarked reserve of £16,500 for this project.</p> <p>20.23.10 - Working party to decide on next steps, to talk to land owner (VWHDC) and get permission for the construction of a bandstand.</p> <p>22.11.23 - Update from Locum town clerk email sent to Working Party Chair to ask for update re progress.</p> <p>14.05.24 No further progress.</p> <p>January 2025 - no update</p>
2024	September	C32/24	<p>TWINNING The committee considered whether the town council should procure appropriate gifts and create a commemorative book to present to visitors from twinned towns and regions. It was RESOLVED to ask a local photographer to prepare a commemorative presentation brochure for visitors from twin towns. There is a budget for twinning which can cover the cost of such gifts.</p>	Project Manager: Community and Business Engagement	27.5.25 - under review, needs additional work before sign off	<p>22.10.24 - Project Manager: Community and Business Engagement is looking into this. Local photographer contacted and printing being investigated. 10/03/2025 LM sent draft to RG LO and GB</p> <p>Jan-25 - Twinning booklet in progress, LM planning to meet with Martin Wackener to discuss further. First draft by 12.2.25. LO and RJ will be asked to sign off the project.</p>

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2024	October	C47/24	MICHAELMAS FAIR SUNDAY DONATION Officers were asked to consider a review of the £1,500 donation from the fair organisers for the new Sunday opening as this amount may need to increase in line with the annual rent	Project Manager: Place and Property	May 2025 -Bob Wilson fairs have declined to offer ATC any additional monies in relation to a donation for the Abingdon Michaelmas fair.	
2025	February	C58/24	GUILDHALL CHAIRS The RFO was asked about refurbishment of Guildhall chairs. The town council had agreed not to do this as part of its agreed budget for 2025-26 but it could be reviewed. The Project Manager Place and Property would be asked to look into refurbishment of chairs using agreed budgets and to seek quotes for this.	Project Manager: Place and Property	20.5.25 - Quote to refurbish wooden Guildhall chairs: Standard Leather £250 per chair; Lower grade Leather £200 per chair	
2024	October	C47/24	MICHAELMAS FAIR REVIEW The committee considered a report on the Michaelmas Fair 2024 from the Project Manager: Place and Property. The committee noted comments received about the loud music causing a nuisance to residents. Officers were asked to consider whether this could be measured and possibly mitigated in future. Some food stalls did not advertise prices and officers were asked to feed back to the fair organisers that prices must be displayed	Project Manager: Place and Property	May 2025 - Concerns raised will be reported back to Bob Wilson fairs at the 2025 pre fair meeting date TBC.	
2024	October	C48/24	SUMMER EVENTS 2025 The committee considered a report on plans for summer events from the Project Manager: Community and Business Engagement. The committee supported holding events on one day, with a free 'fun in the park' event during the day and improved promotional work to maximise ticket sales. Officers would consider dates and advise the committee. July was recommended.	Project Manager: Community and Business Engagement	XXXXXX	18.2.25 - date has been set 19th July 2025, planning has commenced.
2025	February	C59/24	COMMUNITY GRANTS: ATOM Festival Grant awarded to ATOM Festival. Councillors asked that ATOM be asked to ensure that they check dates for future events with town council events to avoid clashes.	Democratic Services Officer	27.5.25 - Remove - completed	14.2.25 - email sent to ATOM Festival committee
2025	February	C61/24	MUSEUM: LITTLE BASEMENT MUSEUM Re item 6.19-6.23, the Museum Manager sought approval to procure legal services to draw up an agreement with the proprietor of the 'Little Basement Museum' to enable tours to be organised by the museum. A budget was not identified and the Town Clerk would advise the Museum Manager to fund this from existing budgets. Subject to this	Town Clerk	27.5.25 - Complete action and remove	5.2.25 - ernal to Museum Manager

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			advice, it was proposed By Cllr Halliday, seconded by Cllr Lonergan and RESOLVED to accept the report.			
2025	February	C62/24	COMMUNICATIONS REVIEW LM has met with Breakthrough Communications and as part of their offer training is available for staff and councillors. LM will share details of how to access the training with councillors. LM was asked to share the full report from Breakthrough Communications with the committee.	Project Manager: Community and Business Engagement	XXXXXX	5.2.25 - LM sent out full review to Community Committee 18.2.25 - Training will be available from 24th February.
2025	February	C64/24	TOWN CRIER PUBLICATION SCHEDULE Officers were asked to put the Town Crier publication schedule into future committee agendas for information.	Project Manager: Community and Business Engagement	27.5.25 - publication schedule now published in internal newsletter	25.2.25 Dates sent to DSO to be added to agendas. DSO has recommended that dates are added to internal newsletter rather than agendas, awaiting advice from Town Clerk.