

**Abingdon Town Council**  
**Environment, Amenities and Infrastructure committee 17 November 2025**  
**Item 14: Actions Register**

Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
2019	June	A15	<p><b>ROUNDAABOUTS</b>  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	5.11.25 - no further action. <b>REMOVE.</b>	<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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						<p>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.</p> <p>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 meeting.</p> <p>5.9.24 - Sponsorship outstanding, Community PM starting 9.9.24, will make Property &amp; 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> <p>13.2.25 - LM has been in touch with possible contractors and is seeking funding support. The town council had approached the Vale of White Horse District Council to request grass cutting on the roundabouts on Marcham Road. The district council is unable to take on the work due to a lack of capacity. The Town Clerk is seeking quotes for alternative providers.</p> <p>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 responsibility for their land.</p> <p>2.6.25 - LM contacting companies for sponsorship, to be followed up. ATC contracts ODS, Town Clerk does not consider this to be good value. Town Clerk advised that the contract is not renewed, with responsibility returned to the county council. Committee agreed that the contract would not be renewed. OCC to be contacted to encourage them to do this.</p> <p>28.8.25 - Contract cancelled in June 2025, OCC notified. Town Clerk asked for OCC's cutting schedule so it can be monitored.</p> <p>8.9.25 - Cllr Midwinter proposed that the town council explores options to access the roundabout and to relocate the monk to Boxhill Wood to become an insect hotel. Cllr Greenaway proposed an amendment, which was accepted by the proposer, that the town council approaches the county council to seek permission to access the roundabout. The amended proposal was RESOLVED.</p>
2021	June		<p><b>NOTICEBOARDS 2: MARKET PLACE NOTICEBOARD</b>  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.</p>	Cemeteries and Outdoor Services Manager	04.11.25 - Order received. Awaiting installation start date from contractors.	<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&amp;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>

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						<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 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> <p>27.5.25 - On agenda under COSM Report for resolution to proceed with project.</p> <p>17.6.25 (E9/25) - RESOLVED to authorise spending of £7,000 to purchase and install the Market Place noticeboard.</p> <p>31.7.25 - On order.</p> <p>27.8.25 - A notice board has been ordered with a 12 week lead time. I expect this to be delivered in the next few weeks at which point I shall instruct a contractor to carry out the installation in the Market Place.</p>
2021	April		<b>NEW CEMETERY</b>	Cemeteries and Outdoor Services Manager	12.11.25 - working party needs to be convened.	<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:</p> <ol style="list-style-type: none"> <li>1) New Cemetery Working Group reappointed;</li> <li>2) Sum of £20,000 released from the earmarked reserves towards work on the business case;</li> <li>3) Other potential sites in the town be explored cemetery infrastructure is already in place);</li> <li>4) Confirmation on suitability of Masefield Crescent site undertaking a desk top exercise;</li> <li>5) Valuation of the Masefield Crescent site;</li> <li>6) A business proposal be developed, as far as we are able, ahead of further information from DC;</li> <li>7) Dialogue with the District Council continue during this period so that proposals can be informed.</li> </ol> <p>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>

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						<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 needed for the site for staff and security presence, plus machinery storage.</p> <p>10.7.23 - no update.</p> <p>Aug 23 - Still awaiting draft specification from Cllr Halliday.</p> <p>Sep 23 - no update,</p> <p>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. <b>15 Nov 2023 - Discussion with Cllr Halliday, quote received from CDS. Report to be prepared to approve agreed works. RS</b></p> <p>28.11.23 - report to committee 5.12.23</p> <p>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.</p> <p>14.2.24 - CDS instructed to proceed with survey work on proposed cemetery sites in consultation with the Cemeteries and Outdoor Services Manager.</p> <p>17.9.24 - meeting of new cemetery WP to be arranged. Action GB</p> <p>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> <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.</p> <p>CDS proceeding with enquiries into the back up 3rd option - although on a green belt area, could potentially be unsuccessful.</p> <p>2.6.25 - CDS continues to explore options. Town Clerk to contact them for an update.</p> <p>29.8.25 - Town Clerk had a meeting with CDS, explored option of a crematorium, CDS submitted quote to continue exploring options of sites - £3,000. New cemetery working party to be convened to consider this.</p>
2021	January		<b>REVIEW OF PLAY AREAS</b>	Cemeteries and Outdoor Services Manager	3.11.25 - Chilton Close replacement equipment ordered, fitness trail order placed, December installation date. Elizabeth Close new toddler play area order	<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</p>

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					<p>placed, awaiting start date confirmation. Chaunterell Way goalposts order received, installation by Outdoor Services team December 2025.</p>	<p>2022.</p> <p>E21/24 - The committee received a list of earmarked reserves (EMRs) for the committee. 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. 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.</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"> <li>- Boxhill and Chilton – recently improved so no proposals</li> <li>- 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.</li> <li>- 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.</li> <li>- Masefield Crescent – tall multi-play climbing unit to take advantage of the site’s elevated position.</li> </ul> <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. AGREED that the major project for 2023-4 would be item 6.7 - installation of a multi-use games area and climbing frame at Caldecott Recreation Ground, with a total cost of £192,100. Officers asked to bring a report to the June 2023 meeting of the committee to provide proposals and designs for Caldecott Recreation Ground and to identify potential sources of funding.</p> <p>13.6.23 - Contractor should start in early July to install equipment in Boxhill and Caldecott, Larger works planned for Caldecott, with proposals to be considered later this year. Self-closing gates to be installed in July.</p> <p>10.7.23 - COSM meeting with contractor to discuss options. Quotes being obtained, update to meeting.</p> <p>26.7.23 - report from the Cemeteries and Outdoor Services Manager on a proposed new facility at Caldecott Road recreation ground. Cemeteries and Outdoor Services Manager has obtained three quotes for the work, although it was noted that material costs have increased since April so the</p>

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						<p>quotes may change. The Cemeteries and Outdoor Services Manager was asked to prepare a comparative report to help the next committee meeting to better compare the quotes.</p> <p>- Officers were asked about a cycle gate at Caldecott Rec which gets in the way of accessible use of the path. The Cemeteries and Outdoor Services Manager would remove this.</p> <p>Sep 23 - cycle gates removed.</p> <p>Sep 23 - Quotes for Caldecott MUGA considered and decision made by committee</p> <p>Oct 23 - Order for MUGA placed with chosen contractor. 12 week lead time.</p> <p>28.11.23 - need to review next cycle of work</p> <p>13.2.24 - COSM to update meeting</p> <p>16.7.24 – COSM obtaining quotes for improvements in play areas. Exercise equipment to be moved together to make it easier to use. QR codes may be added if a budget is available to offer advice on using exercise equipment. TB to update next meeting with details of orders placed for equipment.</p> <p>2.9.24 - Equipment for Chaunterell Way and Masefield ordered. Work scheduled to start late sept 2024. Awaiting quotes for exercise equipment replacements etc</p> <p>18.2.25 - E40/24: The committee considered a report from the Cemeteries and Outdoor Services Manager which made recommendations for improvements to play parks. The Cemeteries and Outdoor Services Manager was asked to bring costed proposals to next meeting including a costed plan for the following financial year (2026-27).</p> <p>26.2.25 - Exercise equipment installed at Boxhill &amp; Chauntrell Park. Quotations being sought for climbing frames at Boxhill &amp; Caldicot Recreation Grounds. Quotations being sought for youth fitness trail at Chilton Park.</p> <p>27.5.25 - COSM is awaiting final figures for a play area costed plan, defer to Sept meeting.</p> <p>2.6.25 - COSM looking into plans for Chilton Park play area improvements at a cost of £40,000. Report to next meeting.</p> <p>27.8.25 - On agenda - COSM report with suggestions.</p> <p>8.9.25 - Agreed proposals. RESOLVED to undertake the play area improvements, including Chilton Close resurfacing, Chaunterell Way goalposts, and recommended equipment installation at Chilton Close and Elizabeth Avenue and that the work is funded using the revenue budget funds and expiring Community Infrastructure Levy (CIL) funding, as set out in the officer report.</p>
2021	January	A60	<p><b>BUS SHELTERS - REPLACING AND ADDING NEW ONES</b></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	5.11.25 - quote received for replacement shelters in Stratton Way. Report to follow.	<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</p>

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						<p>been installed but the noticeboard on the originals 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 &amp; 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 Cllr's. 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> <p>13.2.25 - an officer will be tasked to undertake cleaning and minor maintenance of the stops. Officers have asked a bus shelter provider to quote for a maintenance contract for existing stops to cover tasks such as relacing panels and damaged items. Oxfordshire County Council and Oxford Bus Company are in discussions to install a new stop on Twelve Acre Drive but this will be dependent on a service existing which currently doesn't. RESOLVED that the town council contact the county council to advise that, if a new bus stop is installed on Twelve Acre Drive, the town council would maintain it. The committee would like town council branding to be added to any new bus stops.</p> <p>26.2.25 - Quotations being sought for the replacement of two shelter on Preston Road and Radley Road Quotations being sought for a regular maintenance &amp; repair service. Cleaning and general maintenance schedule being drawn up for outdoor services team.</p> <p>27.5.25 - On agenda under COSM Report for resolution to proceed with project.</p> <p>2.6.25 - discussed at meeting. Quote for replacement of three bus shelters on Preston Road, which are in a very poor condition. The cost is considerable as it would not be possible to replace them like for like. Groundwork would be needed to install replacement bus stops of a modern style. The COSM was asked to seek a more detailed quote which sets out the various aspects of the proposed work. COSM asked to obtain one large stop with seating for the High Street and a bus shelter with seating for Stratton Way, to be placed between bus stops 2 and 3 in addition to the existing shelters, rather than as a replacement. COSM asked to explore options for the</p>

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						replacement of all stops in Stratton Way. 8.9.25 - discussed at committee. The Cemeteries and Outdoor Services Manager was asked to prepare a confidential report to the next meeting on the condition of bus shelters, the popularity of individual stops and options for refurbishment or replacement, to include lifetime costs if possible.
2021	February	GR57	<b>TRAVEL INITIATIVES/ACTIVE TRAVEL</b> 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.	Town Clerk	23.10.25 - East St Helens St consultation open to install a zebra crossing and paving to allow cycleway and pedestrian area.	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 13.2.25 - It was noted that there is a budget available for active travel. Officers were recommended to contact Oxfordshire County Council to advise them that there are funds available and to ask for guidance on a project as part of the Local Cycling and Walking Infrastructure Plan (LCWIP) which might be actioned. 28.2.25 - email sent to county council

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						27.5.25 - No response from emails sent to OCC 28.2.25 2.6.25 - OCC planning to consult on Market Place junction improvements in September 2025. 1.9.25 - No update 8.9.25 - meeting scheduled to discuss this in September.
2021	November	T21	<b>ALBERT PARK CONSERVATION AREA APPRAISAL</b> 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.	Town Clerk / Cllr Jim Halliday	16.6.25 - Cllr Giddins has had an introductory email exchange with the volunteer why has come forward. Cllr Halliday and Cllr Giddins are liaising so the Albert Park area is completed and the Town Centre will follow as this volunteer is helping with both tasks. 8.9.25 - JH following up with organisers	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 13.2.25 - JH is recruiting volunteers 27.5.25 - JH to update 2.6.25 - JH contacted group, plans to proceed.
2022	March	T59	<b>STRATTON WAY UNDERPASS</b> 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.	Project Manager: Community and Business Engagement	29.8.25 - the funding application has now been circulated to our internal officers for comment and will come back to you if my colleagues have any queries. I'm aiming for this application to go to the S106 and CIL Applications meeting of 19 September 2025 for decision.	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

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Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
						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 13.2.25 - update to meeting. RESOLVED to give officers authority to use section 106 funds to enable the project to begin. 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. 2.6.25 - officers have submitted draw down request for s.106 funds to fund this project. To be updated at a future meeting.
2022	March	IF57/22	<b>SPEED INDICATOR SIGNS</b> 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.	Town Clerk	23.10.25 - Cllr Midwinter is recalibrating and fixing malware on 28.10.25 - this should fix the data collection for analysis.	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.

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Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update
						<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> <p>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> <p>27.5.25 - letter to site 14 was sent w/c 5th May 2025, informing of the installation. 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>2.6.25 - signs moved and data downloaded. Training planned for June 2025 on analysing the data.</p> <p>29.8.25 - 3 Cllr's underwent training on data interpretation - Cllr Midwinter leading with this, resitting of signs due w/c 1.9.25</p> <p>8.9.25 - data to be reviewed shortly before signs are moved, report to be prepared for a future meeting. Recommended that the data collected be referred to the PCSO to seek action from Thames Valley Police on speeding .</p>
2024	July	IF8/24	<p><b>PUBLIC ART WORKING PARTY</b></p> <p>- The sculpture on the wall above Pablo Lounge needs cleaning. Town Clerk to find out who owns the building and follow up.</p> <p>- Outdoor services team asked if a new plaque could be provided for the needle at Abbey Close.</p> <p>- 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.</p>	Project Manager: Community and Business Engagement	8.9.25 - update to committee	<p>5.9.24 - COSM asked to replace plaque, original artist named, TC trying to find her contact details.</p> <p>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.</p> <p>5.12.24 - RESOLVED to adopt the public art strategy.</p> <p>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.</p> <p>27.5.25 - No update</p> <p>2.6.25 - suggested that this is a standing item on the agenda for the committee. Agreed.</p>
2024	August	P41/24	<p><b>FLOOD MANAGEMENT PLAN</b></p> <p>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.</p>	Cemeteries and Outdoor Services Manager	<p>23.10.25 - Included in the Emergency Plan, on website</p> <p>- Complete Action.</p> <p>5.11.25 - no update.</p>	<p>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.</p> <p>Sept 2024 - Flood plan underway; admin support allocated to help and a draft plan is being prepared.</p> <p>5.12.24 - officers working on draft plan.</p> <p>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 VWHDC on this.</p> <p>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.</p> <p>2.6.25: TB and NC putting together flood management plan but OCC advised that the next roll out is an emergency plan, which takes precedence. Draft to go to FGAM.</p> <p>29.8.25 - Emergency Plan approved and adopted by Full Council June 2025.</p> <p>8.9.25 - it would be good to add the flood management plan to the website. It would also be useful to send out an email to residents providing flooding advice before the winter.</p>
2024	December	IF36/24	<p><b>BUS USAGE</b></p> <p>Officers were asked to check if the bus service displays a notice to advertise the financial support provided by the town council for the number 41 service and if not</p>	Project Manager: Community and Business Engagement	<p>28.8.25 - Branding sent to Oxf Bus Company and requested it is rolled out.</p> <p><b>MARK AS COMPLETE?</b></p>	<p>25.2.25 - LM has contacted with Oxford Bus Company - currently awaiting a response.</p> <p>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 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</p>

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			to request this either on bus stops or on the buses.			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. 27.5.25 - Branding and logo now in place; updating of shelters can now take place. LM will share with Ox Bus Company.
2024	September	E23/24	<b>VOLUNTARY WATER BAILIFF</b> 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	28.8.25 - COSM met with Bailiff - awaiting DBS check response, if clear an ID card and procedures will be issued. <b>MARK AS COMPLETE?</b>	18.2.25 - not prioritised over winter, COSM to look into this in advance of the new season. 27.5.25 - Meeting scheduled for 9th June with TC and COSM
2024	September	E24/24	<b>OUTDOOR SERVICES STORAGE</b> 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 polytunnel storage be erected in the cemetery behind the depot. Officers were asked to inform residents in neighbouring properties of the plan.	Deputy Town Clerk	23.10.25 - Planning permission granted - <b>MARK AS COMPLETE?</b>	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. 27.5.25 - Planning application submitted to Vale awaiting outcome 2.6.25 - discussed in meeting (E9/25). Cemetery polytunnel: officers are waiting to hear back from the Vale of White Horse District Council planning team on the requirements for this. 28.5.25 - Planning application submitted.
2025	February	E39/24	<b>CHRISTMAS LIGHTS</b> 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	5.11.25 - no update.	26.2.25 - Lights collected and in Town Council storage awaiting testing and photographing. 27.5.25 - No update 2.6.25 - the committee suggested that poppy lights could be advertised through the Royal British legion. COSM advised that the poppy lights were gifted to the legion last year who now have them displayed on their building in spring road. We retained the other two which we install on the old Barclays bank building overlooking the war memorial. 28.5.25 - Catalogued, will be carried out over the autumn period 8.9.25 - catalogued.
2025	February	IF52/24	<b>ABINGDON BRIDGE SURVEY</b> 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	Town Clerk	3.11.25 - no update	28.2.25 - request sent to transport monitoring. 27.5.25 - request sent to OCC 28.2.25 - chasing update 2.6.25 - Bridge traffic measure. Data provided poor quality as it does not specify the location for the traffic survey. Mark G to raise at traffic advisory committee. 8.9.25 - to follow up with Lee Turner, OCC, to request an update to TAC.

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			Council does not have traffic data for Abingdon Bridge, the committee authorises the Town Clerk to request a traffic survey			
2025	February	IF54/24	<p><b>TOWN CENTRE CONSERVATION AREA APPRAISAL</b></p> <p>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.</p>	Town Clerk / Cllr Jim Halliday	16.6.25 - message sent to Cllr Giddins	Cllr Jim Halliday to update 2.6.25 - to refer to Cllr Mark Giddins for information.
2025	June	E11/25	<p><b>BUS SHELTERS MAINTENANCE</b></p> <p>The COSM informed the committee that the new member of the outdoor services team was now kitted out to maintain and clean bus shelters. The COSM was asked if shelters could have a QR code added so that members of the public could alert the council of any issues which arose. This would be looked into.</p>	Cemeteries and Outdoor Services Manager	5.11.25 - report to committee.	1.9.25 - Maintenance survey now complete, waiting write up report, initial findings is that considerable works needing to bring them up to a reasonable standard - currently no budget. See COSM report on agenda.
2025	September	E21/25	<p><b>PUBLICITY</b></p> <ul style="list-style-type: none"> <li>- Officers were asked about publicising the renovated chapel and it was noted that this had been done in a recent Town Crier. It was suggested that adverts could be placed on noticeboards at the cemetery.</li> <li>- Tree surveys: it may be worthwhile to publicise this activity to demonstrate what the town council is doing and the cost of this.</li> <li>- It was recommended that the new electric vehicle be publicised.</li> </ul>	Project Manager: Community and Business Engagement	3.11.25 - information to be added to December Town Crier	29/10/2025 PM created poster for chapel to be placed outside the venue and on the TC noticeboards.