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| Updated (add most recent date) 02.02.2026 | | | | | | | | | |
| CONFIDENTIAL? | Forward plan item (if relevant) | Meeting | Year | Month | Minute no. | Minute/action | Responsible (initials/title) | Latest update | Update |
| N | N | Environment, Amenities and Infrastructure | 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 | 27.1.26 - Item complete - Remove Action | Dec 2021 - approved by Full Council. 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. 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. 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. 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. |
| N | Y | Environment, Amenities and Infrastructure | 2021 | January | | REVIEW OF PLAY AREAS | Cemeteries and Outdoor Services Manager | 27.1.26 - Installation of equipment in Chilton Close, Elizabeth Avenue and Chaunterell Way complete. Report to E,A & I with recommendation for future improvements. | Jun 2021 - Review undertaken. Oct 2021 - Quotes for play equipment received. Procurement should be completed in 2021 – report to committee 16 November 2021 Nov 2021 - Cemeteries and Outdoor Services Manager updated meeting on quotes received. Work to proceed under delegation to officers. Feb 2022 - Play area working group established, meeting originally to be arranged for late March 2022. 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. 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: - 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 |

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| N | N | Environment, Amenities and Infrastructure | 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 | 27.1.26 - Two new shelters to be installed on Stratton Way 2.2.26 & 4.2.26. | <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 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</p> |
| N | Y | Environment, Amenities and Infrastructure | 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.</p> <p>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 | 26.01.26 - Consultation currently open on scheme | <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 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.</p> <p>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.</p> <p>20.7.23 - NF updated that tranche 3 of the government funding was denied, OCC to bid for tranche 4 funding.</p> <p>26.10.23 - NF update: OCC have applied for funding for projects</p> |

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| N | Y | Environment, Amenities and Infrastructure | 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 | 26.01.26 - No 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> <p>27.5.25 - JH to update</p> |
| N | N | Environment, Amenities and Infrastructure | 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>26.01.2026 On the 24th October the application was denied from the Vale. The concern from the Vale was that the application was not for new art but for the renovation of existing art. The application also did not show enough evidence that people used the underpass and therefore few people would benefit from the restoration of the underpass and the potential addition of a new mural in the underpass. Discussion was had with the Public Art working group on Monday 3rd November 2025 where we discussed a larger project that would include the underpass. Following this meeting, the project manager for community and business engagement met with the chair of the public art group where it was decided that the focus should be on Town signage. The officer is now proceeding with this project.</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</p> |

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| N | N | Environment, Amenities and Infrastructure | 2022 | March | IF57/22 | <p>SPEED INDICATOR SIGNS</p> <p>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 | 26.01.26 - All SID's are now updated to latest version. Awaiting install for the 3 posts from OCC. | <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.</p> <p>22.3.23 - Town Clerk emailed councillors to request suggestions for locations. One reply received to date (1.6.23)</p> <p>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.</p> <p>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.</p> <p>20.7.23 - Town Clerk liaising with OCC to agree a formal management agreement. This is ongoing.</p> <p>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.</p> <p>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</p> |
| N | N | Environment, Amenities and Infrastructure | 2024 | July | IF8/24 | <p>PUBLIC ART WORKING PARTY</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 | 26.01.2026 - update to committee Standing Item | <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. 26.01.2026 the focus of the public art working group is now on Town signage which is included in the Public Art strategy.</p> |
| N | N | Environment, Amenities and Infrastructure | 2024 | August | P41/24 | <p>FLOOD MANAGEMENT PLAN</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 | 26.01.26 - MARK AS COMPLETE | <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> <p>23.10.25 - Included in the Emergency Plan, on website - Complete Action.</p> <p>5.11.25 - no update.</p> |

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| N | N | Environment, Amenities and Infrastructure | 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 | 26.1.26 - 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. |
| N | N | Environment, Amenities and Infrastructure | 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 | 26.01.26 - 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. 3.11.25 - no update |
| N | Y | Environment, Amenities and Infrastructure | 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 | 26.1.26 - no update. | Cllr Jim Halliday to update 2.6.25 - to refer to Cllr Mark Giddins for information. 16.6.25 - message sent to Cllr Giddins |
| N | Y | Environment, Amenities and Infrastructure | 2025 | June | E11/25 | BUS SHELTERS MAINTENANCE 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. | Cemeteries and Outdoor Services Manager | 27.1.26 - Awaiting a meeting of the bus usage committee to prioritise maintenance highlighted in the report | 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. 5.11.25 - report to committee. |