

**MINUTES OF THE MEETING OF  
THE WOODSTOCK TOWN COUNCIL  
ENVIRONMENT COMMITTEE HELD AT 8:30 PM  
ON TUESDAY 26th NOVEMBER 2013  
IN THE MAYOR'S PARLOUR,  
WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr C Garritt (Chairman)  
Cllrs Mrs E Stokes

Cllr J Cooper (the Mayor)  
Cllr M Robertson (Deputy Mayor)

**Also in Attendance:** Cllrs Mrs E Jay, P Jay, E Poskitt and B Yoxall

**EC/43/13 APOLOGIES FOR ABSENCE:** None.

**EC/44/13 DECLARATIONS OF INTEREST:** None

**EC/45/13 APPROVAL OF MINUTES**

**RESOLVED:** the minutes of the meeting of the Environment Committee held on 24<sup>th</sup> September 2013 were approved as a true record.

The minutes were then signed by the Chairman of the Environment Committee.

**EC/46/13 PUBLIC PARTICIPATION WITH RESPECT TO ITEMS ON THE AGENDA**  
There were no members of the public present at this meeting.

**EC/47/13 TREE INSPECTIONS:** The Town Clerk will progress the invitation to quote with the three named contractors.

***ACTION:*** *The Town Clerk will contact the three specialist companies to progress EC/22/13.*

**EC/48/13 GRASS CUTTING CONTRACT:** The draft grass cutting contract paperwork prepared by the Town Clerk has been approved by full council.

***ACTIONS:*** *The contract will be advertised on the WTC web site and the paperwork issued to companies wishing to apply.*

**EC/49/13 WATER MEADOWS**

(i) Appointment of a Successor to Cllr Mrs Pauline Richardson

It was with sadness that the EC discussed the vacancy that has arisen on the committee following the death of Cllr Mrs Richardson. The Chairman of the committee noted that Pauline would be a big loss to the committee not least due to her work with Nick Mottram on the New Water Meadows Management Plan.

The Chairman asked Cllr Mrs E Jay if she would join the Environment Committee to take over Pauline's role as lead Cllr for work at the Water Meadows and Cllr Mrs E Jay agreed to do so.

### ***EXCLUSION OF THE PUBLIC AND PRESS***

The Chairman of the Environment Committee proposed that in view of the nature of the business to be transacted being commercially sensitive, the public and press be temporarily excluded from the meeting (Public Bodies (Admission to Meetings) Act 1960 s.1).

**RESOLVED** that members of the public leave the meeting temporarily whilst the Council considered confidential information.

#### (ii) Mill Stream Bank Repairs

Cllr Carritt updated Cllrs about problems relating to repairing the stretch of the bank opposite the Black Prince. Several specialist companies had commented upon the previous method of repairing the bank. It was queried whether WTC would get Environment Agency consent if the previous method was again proposed. Cllr Carritt noted that this piecemeal approach to gathering information had been unsatisfactory and suggested that:

1. The work should be put out to tender in the New Year.
2. The bank should be left as it is over winter as it is a straight piece of bank that is not subject to any obvious incursions and so should not deteriorate further.

Cllr Robertson asked that WTC liaise with Blenheim Estate before doing any work and this was agreed.

Cllr Carritt proposed, Cllr Mrs E Stokes seconded and the committee

**RESOLVED** (unanimous) that:

- a) WTC to contact those contractors who have taken the trouble to return quotes and to advise them that the work is to be put on hold until the Spring of 2014 and that they will be asked to submit a revised formal tender nearer the time.
- b) WTC to ask WODC to more adequately secure the temporary security fencing suitable for remaining in place over the winter.
- c) WTC to ask Contractor "A" (name to be disclosed in confidential session) to suggest short term, low cost measures to provide temporary protection over the winter period if possible.
- d) WTC to engage with the Environment Agency to determine their preferred solution but to impress upon them the limited resources of WTC
- e) WTC to discuss with Blenheim Palace the opportunities for sharing of costs.

### ***ACTION:***

1. *The Town Clerk will arrange for actions (a) and (b) above to be actioned.*
2. *Cllr Carritt and the Town Clerk will liaise to action points (c) & (e) above.*

3. *The Town Clerk will action (d) above.*

(iii) The Water Meadows Development Plan

Cllr Mrs E Jay will take over the work of Cllr Mrs P Richardson.

**ACTION:** *The Town Clerk will arrange a meeting between Cllrs Mrs E Jay, C Carritt and Mr Mottram about the Water Meadows Management Plan, which she will also attend.*

(iv) Fritillaries

The 1,000 fritillaries donated by Andrew Leaning owner of the Good Value Plant Nursery at Bunkers Hill, have been collected. Cllr Mrs P Richardson has previously agreed with Nick Mottram that the best location for the experimental fritillary meadow is at the front of meadow 5 near to the kissing gate. A few bulbs will also be planted in the churchyard. The Town Clerk has spoken to Canon Barbara Doubtfire who has confirmed that due to recent events the planting did not happen. The bulbs have now been potted-up and will be over-wintered in Pauline's green house. Cllr Mrs E Jay will take this project forward in the Spring.

**ACTIONS:**

1. *Cllr Mrs E Jay will liaise with Barbara and Honorary Townsman Robert Edwards to determine when it is appropriate for the bulbs to be planted in the Water Meadows and churchyard.*
2. *The Town Clerk will then arrange for the patches of ground to be mowed in preparation for the planting.*
3. *A date will be confirmed for the planting and friends of Pauline will be invited to participate.*

(v) Fishing Permits

The fishing permits are nearly ready for issue.

**ACTIONS:**

1. *Cllr C Carritt will liaise with the administrative assistant to finalise the permits.*
2. *The administrative assistant will produce some posters that will be laminated and displayed at the Water Meadows notifying fishermen of the permits and fishing rules.*
3. *The administrative assistant will establish and maintain a register of fishing permits that have been issued.*

**EC/50/13**

**WOODSTOCK IN BLOOM PLANTERS**

The EC supported the Town Clerks suggestion that the current planters on the Market Place be replaced and dedicated to the memory of Cllr Mrs P Richardson.

**RECOMMENDATION**

**That WTC ask Bloom to submit proposals and costings for replacement planters for the Market Place for which WTC would then make a significant contribution and ask WODC to contribute as well.**

**ACTIONS:**

- 1. Cllr E Poskitt will liaise with the Bloom Committee to suggest the type of replacement planter and the costs involved if WTC confirms the recommendation of the EC.*
- 2. The Mayor will ask WODC if it would be prepared to make a contribution towards new planters in lieu of the outstanding planter repair.*

**EC/51/13**

**OWL EXTENSION**

Cllr M Robertson reported that there had recently been a very successful rubbish clearance day. Cllr Mrs E Jay had succeeded in getting the resulting metal removed from site free of charge. Cllr M Robertson is currently liaising with the Green Gym for them to come and clear more rubbish mid-December. The new signs are now in place. The screening for one of the houses still needs to be sorted out and then the official opening of the extension to the OWL Nature Reserve could take place. Cllr E Poskitt suggested that the date of the official opening might be on the 1<sup>st</sup> day of Spring.

**EC/52/13**

**CEMETERIES**

(i) Cemetery Regulations Training Days

The Town Clerk reported that the ICCM will be coming to help WTC officially roll out the new cemetery rules on the morning of Wednesday 22<sup>nd</sup> January 2014. Local grave diggers and funeral directors will be invited to attend this event along with the clerks from local parishes and towns who also manage cemeteries.

Whilst in Woodstock the ICCM representatives will visit the Hensington Road and Green Lane cemeteries and then submit a quote for undertaking a 5 year rolling plan of memorial testing.

**ACTIONS:**

- 1. The Town Clerk will work with Cllr C Carritt to finalise the arrangements for the January event.*
- 2. The administrative assistant will then be asked to issue invitations to local companies and parishes.*
- 3. The Town Clerk will ensure that the rules are updated with the recent changes.*

(ii) Green Lane Cemetery Extension

The Town Clerk confirmed that the WTC cemetery extension to the Green Lane Cemetery is still being processed by the Blenheim Estates solicitors.

The topping up of graves was discussed.

**RECOMMENDATION** that all interment fees are increased by £2 to allow for the costs arising from contractors occasionally being employed to top-up and re-seed any graves that have sunk.

**EC/53/13**

**PLAY AREAS**

Play Area refurbishments at New Road and Budds Close

Cllr Robertson reported that due to a misunderstanding the tender process had been restarted to ensure that it complies with the WTC Standing Orders and Financial Regulations. The tender deadline is Friday 10<sup>th</sup> January 2014.

The original project has changed and is bigger than originally envisaged as a result of the WREN grant. The project manager has therefore asked for an additional £945 to reflect the changed requirements.

**RESOLVED** that the EC approves the £945 amendment to the fees for the play grounds project.

The Mayor, Deputy Mayor and the Town Clerk will meet with a resident to discuss the project.

**EC/54/13**

**TRAFFIC MANAGEMENT, HIGHWAYS & THE TRAFFIC ADVISORY COMMITTEE**

(i) Parking Review

Cllr C Carritt reported that the parking survey amongst residents is being distributed by the Deputy Care taker. Residents will be able to leave their responses at the Town Hall of Library. The closing date is mid-January.

(ii) Public Transport

Cllr B Yoxall reported that he had spoken to Tim Darch at OCC and that there was agreement in principle to extend the current bus service to Water Eaton Park and Ride.

(iii) Willoughby Way

Cllrs received a letter from a resident requesting an additional bin at Willoughby Way and for undergrowth to be cut back.

Cllr C Carritt proposed, Cllr Mrs E Jay seconded and the EC

**RESOLVED** that a new additional bin will be purchased for installation by the notice board in Willoughby Way and that Blenheim Estate will be asked to tidy the copse behind the notice board at this location.

**ACTIONS:**

1. *The Town Clerk will arrange for the new additional bin to be ordered and installed at Willoughby Way.*
2. *Cllr C Carritt will work with the Town Clerk and produce a letter that will be sent Roy Cox at Blenheim Estate asking that they tidy up the copse on their land.*
3. *The administrative assistant will be asked to send a letter to the resident to inform him of the council's actions.*

(iv) Winter Maintenance

Cllr B Yoxall reported that the new grit bin for Old Woodstock had been installed and filled. There are now 9 grit bins in the town. Two additional people have volunteered to help with snow clearance.

(v) Christmas Lights

This item was discussed at the ETC that was held earlier that evening.

(vi) Town Square Benches

This item was discussed at the ETC that was held earlier that evening.

(vii) Bollard on the Market Square

This item was discussed at the ETC that was held earlier that evening.

The meeting finished at 9.55pm

Signed.....

Date:.....