

**MINUTES OF THE MEETING OF THE  
WOODSTOCK TOWN COUNCIL  
HELD AT 7.30 PM ON TUESDAY 10 MARCH 2009  
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

**PRESENT:**

Cllr P Jay (Town Mayor)	Cllr T Gardiner (Deputy Mayor)
Cllr C Carritt	Cllr J Cooper
Cllr Mrs V Edwards	Cllr Mrs A Grant
Cllr A Glees	Cllr G Myatt
Cllr E Poskitt	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs E Stokes	Cllr I Thomas
Cllr B Yoxall	

**ALSO IN ATTENDANCE:**

Hon Townsman John Banbury, County Cllr I Hudspeth, District Cllr Mrs J Dunsmore, Sgt D Yates (Thames Valley Police) and two members of the public.

**WTC/321/08 APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllrs Mrs E Jay.

**WTC/322/08 DECLARATIONS OF INTEREST**

Cllr C Carritt declared a Personal Interest in Agenda Item No. 27, Proposals or Recommendations, as he was a Governor of Marlborough School.

**WTC/323/08 MINUTES**

The Minutes of the meeting of the Town Council held on Tuesday 10 February 2009 were received and signed as a correct record, subject to:

- (a) the deletion of the words "11 November 2008" in Minute WTC/290/08, Minutes, and their replacement by "13 January 2009"; and
- (b) the insertion of "14,527.95" after "£" in Minute WTC/302(a)/08, List of Payments for January 2008.

**WTC/324/08 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA**

Mr Dennis Allen congratulated the Council on the stance it had taken with regard to the proposed development of the Young's Garage site. He proposed that the former station building could be used for small offices for starter businesses.

County and District Councillor I Hudspeth and District Councillor Mrs J Dunsmore were present at the meeting but, in view of the amount of business on the Agenda, did not make statements to the Council.

**WTC/325/08 COMMUNICATIONS**

The Town Mayor, Cllr P Jay, advised the Council of his vision for appointments to important positions within the Council at the Annual Meetings of the Council in 2009 and 2010. Members commented on the proposals and, by ten votes to one, agreed to note this Communication and confirmed that all appointments would be made by the Council at its Annual Meeting.

The Mayor also advised the Council of the receipt of a letter from the Old Woodstock Football Club regarding an application for planning permission that they had submitted to the District Council. This included the erection of flood lights.

**WTC/326/08 QUESTIONS**

None.

**WTC/327/08 TRAFFIC CHAOS ASSOCIATED WITH GAME FAIR**

There was nothing to report with regard to this matter, no reply having yet been received to the Mayor's letter of 4 February 2009 to Councillor Barry Norton, Leader of West Oxfordshire District Council.

**WTC/328/08 VANDALISM**

The Council received and considered reports from Cllr C Carritt on the outcomes of the recent meetings of the Council's Working Group on vandalism and the Woodstock Neighbourhood Action Group.

Sgt D Yates addressed the Council on the recent successful initiatives that had been put in place to reduce vandalism and anti-social behaviour. He answered questions from Members.

Members recalled that at the meeting of the Council held on 10 February 2009 it had been Moved "That the Town Council authorises up to £1000 to be spent on legal advice and representation at any licensing hearing into the extension or review of licensing hours in Woodstock." In the light of the expenditure implications of this proposal, it had been agreed that the matter should stand adjourned until this meeting of the Council. This Proposal was now put to the meeting and was adopted by eleven votes to one. A Member called for a Named Vote, the result of which was as follows:

FOR	AGAINST	ABSTAINED
Cllr A Glees	Cllr Mrs T Redpath	Cllr Mrs A Grant
Cllr G Myatt		Cllr P Redpath
Cllr I Thomas		Cllr Mrs V Edwards
Cllr E Poskitt		
Cllr J Cooper		
Cllr B Yoxall		
Cllr Mrs E Stokes		
Cllr Mrs P Richardson		
Cllr C Carritt		
Cllr T Gardiner		
Cllr P Jay		

**TOTALS**

11	1	3
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**RESOLVED**

- that further advice be sought from licensing Officers as to the procedures necessary to call for a review of licences in the town;
- that subject to further reports from the group, the Town Council agrees in principle to apply for a review of late night licensing hours in the town centre public houses;
- that up to £1,000 be spent on legal advice and representation at any licensing hearing into the extension or review of licensing hours in Woodstock;

- (d) that a letter be sent to Insp Jack Malhi thanking him and his team for their efforts of late in providing a highly visible Police presence in the town.

**WTC/329/08 YOUNG'S GARAGE SITE – PROPOSED DEVELOPMENT**

(a) Current Situation

The Council received an updating report from Cllr Mrs T Redpath. With regard to application 09/0156/P/FP, Hon Townsman John Banbury stated that he would be objecting to this application. District Cllr Mrs J Dunsmore reported that this application would be determined by the Uplands Planning Committee and not under delegated authority.

**RESOLVED**

That Cllr Mrs T Redpath be congratulated on her success in the role of Lead Member with regard to planning applications for this site.

(b) Planning Applications

(i) Ref: 09/0156/P/FP

Footpath alterations and improvements including 'stopping up' of an existing footpath through the site and widening of footpath to the front.

Youngs Garage, 2 Oxford Street

Berkeley Homes

Decision: Considering that the letter dated 9 March 2009 sent by Kemp and Kemp to the District Council, set out as an Appendix to these Minutes, reflects the Town Council's views on this application, that no further comment is necessary at this time.

(ii) Ref: 09/0201/P/FP

Demolition of Youngs Garage and 6 Hensington Road, erection of thirty six dwellings, a B1 office building and retail unit. Associated parking, roads and footpaths. Alterations to 6, 8 and 10 Oxford Street and Punchbowl Cottage, Hensington Road.

Berkeley Homes

Decision: That Woodstock Town Council

- Views with acute concern plans for the development of the Young's garage site which it regards as a key strategic location in Woodstock
- Wishes to engage with the developers and the West Oxfordshire District Council in the development of acceptable plans for the future of the site
- In particular considers that:
  - i) Affordable Housing should represent substantially more than 20% of the units in the development
  - ii) The building known as "Mrs Young's House" should not be demolished as part of the development
  - iii) The railway station should be preserved as part of the development
  - iv) A substantial increase in parking facilities in Woodstock should be included in plans for the development of the town centre.

(iii) Ref: 09/0202/P/LB

Alterations to 6, 8 and 10 Oxford Street.

Berkeley Homes

Decision: As (ii) above.

(iv) Ref: 09/0203/P/DCA

Demolition of Youngs Garage, related buildings and 6 Hensington Road.

Berkeley Homes

Decision: (as (ii) above.

**WTC/330/08 ENVIRONMENTAL REPORT**

The Council received and considered a report from the CMfE.

**RESOLVED**

- (a) That the Town Council write a formal letter to identified landowners, set out in (b) below, informing them of the Council's support in principle for a BMX track sited locally for the use of local enthusiasts and asking them if they could consider allowing a small piece of land for such usage and to engage with the Town Council on its feasibility, insurance, overseeing arrangements and construction etc;
- (b) That the identified landowners are Paul Snell, Malcolm Price, Blenheim Estate and the owners of land to the north of Rosamund Drive.

**WTC/331/08 EXCLUSION OF THE PUBLIC AND PRESS**

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

**WTC/332/08 PROPERTY MATTERS**

The Council received and considered an updated report from the Responsible Financial Officer.

**Park Street Roof Contract**

With regard to the first item in the report, Park Street Roof, the Council considered Minute FC/30/08 of the meeting of the Finance Committee held on 24 February 2009. The Council also received and considered a revised schedule of tenders for the works to the roof at 2, 4 and 6 Park Street., and a report from the RFO regarding the VAT implications of accepting one of these tenders. It was accepted that any decisions taken with regard to this scheme would be subject to further investigations regarding VAT.

The CMfP confirmed that professional advice had been obtained to the effect that the works to the roof at 2, 4 and 6 Park Street should be undertaken as a matter of urgency, as tiles were slipping off. The rear of the roof did not need works undertaking at this time, and could probably wait for another fifteen years or so. It was suggested that if VAT had to be paid, it would be better to do the works while the rate stood at 15%, rather than waiting until it went back up to 17 ½ %. A Member suggested that the Council should consider making savings elsewhere in the Capital Budget in view of this significant expenditure and the fall in rental income.

It was Proposed by Cllr P Jay, seconded by Cllr B Yoxall,

That the Council agree in principle that the Park Street roof contract shall be undertaken in the 2009/10 financial year

The Proposal was put to the meeting and was adopted by eleven votes to three. A Member called for a named vote, the result of which was as follows:

FOR	AGAINST	ABSTAINED
Cllr A Glees	Cllr I Thomas	Cllr P Redpath
Cllr G Myatt	Cllr Mrs V Edwards	
Cllr Mrs A Grant	Cllr J Cooper	
Cllr Mrs T Redpath		
Cllr E Poskitt		



With regard to 2 Market Street, the CMfP appraised Members of the latest situation. The tenant's Solicitor had responded today to the Council's compromise offer by requesting a formal statement of dilapidations, as information provided previously was regarded as being a schedule of works only. The time limit on the compromise offer had now expired. Council considered whether Henman's should be authorised to negotiate a settlement in this matter in view of the considerable legal etc fees that were being incurred, or whether the Schedule of Dilapidations should be provided as requested. It was estimated that Martin Hall would charge approx £1,000 to provide such a schedule. If the Council adopted the latter course of action and the tenant then ignored the Council's reasonable offer, the Council would have to resort to legal action. By eight votes to five it was

**RESOLVED**

That the Council should proceed in this matter "by the book" rather than attempting to cut a deal and that a Schedule of Dilapidations therefore be drawn up through the Council's retained Consultants and provided to the tenant's Solicitors as requested.

**4 Market Street**

**RESOLVED**

That Henmans be authorised to write to the tenant appreciating his indicated willingness to establish a suitable compromise, but setting a timescale of 28 days for him to complete his enquiries and to revert to the Council with full proposals.

**24 Market Place – Rent Review**

**RESOLVED**

That the updating report of the RFO be noted.

**6 Park Street**

**RESOLVED**

That matters be allowed to take their course.

**Rectory Lane Garage Lease**

**RESOLVED**

- (a) that the RFO write to Challenor and Gardiner to follow up previous unactioned correspondence regarding works required to the roof of the garage and their intended actions to ensure their obligations under the terms of the lease are fully met;
- (b) that the Council seek the reaction of local residents regarding either renting or purchase of such a unit, (via Woodstock and Bladon News and the Council's website);
- (c) that Mark Meeson be instructed to review informally the garage for consideration regarding alternative uses or development.

The meeting went back into Open Session at this time.

**WTC/333/08 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER – MARCH 2009**

The Council received and considered the report of the Responsible Financial Officer.

With regard to item (iv) of the report, Internal Control, the Council also considered Minute FC/29/08 of the meeting of the Finance Committee held on 24 February 2009.

**RESOLVED**

- (a) that the list of payments made in the month of February 2009 and amounting to £10,184.62 be received and approved;
- (b) that the Bank Reconciliation Statements for February (2) be received and noted;
- (c) that the Summary and Detailed Income and Expenditure Statements for February 2009 be received and noted;
- (d) that the proposed change in fee structure put forward by Henmans Solicitors be accepted on the understanding that the services of relevant junior staff will be used wherever possible under the overall supervision of Mr P Whetter
- (e) that the position with regard to completed checks under the system of internal controls be noted and that a further report be made once the outstanding checks for September have been completed;
- (f) that it be confirmed that the Council is satisfied that the following Internal Reviews have been completed:
  - (i) Review of Risk Assessment documentation;
  - (ii) Review of the Effectiveness of Internal Audit;
  - (iii) Review of the Effectiveness of Internal Control
  - (iv) Appointment of an Internal Auditor who is competent and independent to complete Section 4 of the Annual Review;
- (g) that it be noted that the RFO will report to the April meeting of Council regarding the title deeds of Council-owned properties.

**WTC/334/08 CHRISTMAS LIGHTS INCOME AND EXPENDITURE 2008/09**

The Council received and considered the report of the Responsible Financial Officer.

**RESOLVED**

- (a) that the shortfall of £1,691.82 against the 2008/09 Adjusted Budget/Outturn figure be met from reserves;
- (b) that the Chairman of the Finance Committee be requested to ensure that this situation does not occur again..

**WTC/335/08. SEALING OF DOCUMENTS**

None.

**WTC/336/08 PLANNING APPLICATIONS**

- (i) Ref: 09/0168/P/FP  
Erection of porch to front elevation  
3 Crecy Walk  
Decision: No objection.
- (ii) Ref: 09/0189/P/FP  
Removal of existing rear door & window and replace with french doors.  
1 Market Street  
Decision: No objection.
- (iii) Ref: 09/0190/P/AC  
Affix non-illuminated hanging sign to front elevation  
1 Market Street

Decision: No objection.

(iv) Ref: 09/0191/P/LB

Internal & external alterations to include removal of one flight of stairs and changes to remaining stairs and balustrade to increase floor space, removal of existing rear door & window and replace with French doors and affix hanging sign to front elevation.

1 Market Street

Decision: No objection.

**WTC/337/08 FINANCE COMMITTEE**

The Council received and considered the Minutes of the meeting of the Finance Committee held on Tuesday 24 February 2009. Minutes FC/29/08 and FC/30/08 had been dealt with under other items on the Agenda.

**RESOLVED**

- (a) that for the current year £75 be taken from the existing Environment Budget and £75 be authorised as additional expenditure to fund three sessions of the Green Gym; and
- (b) that for 2009-10 £625 be taken from the existing Environment Budget and £625 be authorised as additional expenditure; and
- (c) that in both cases the CMfE and RFO together should determine the allocation of the savings in existing budgets; and
- (d) (By eleven votes to two) that the Council do not accede to the further request from the Citizens Advice Bureau, Witney, for grant aid.

**WTC/338/08 STRATEGY COMMITTEE**

The Council received and considered the Minutes of the meeting of the Strategy Committee held on Tuesday 17 February 2009.

**Draft Leisure and Tourism Strategy**

**RESOLVED**

- (a) That the Town Council, represented by the Mayor/Deputy Mayor, and Chairmen of Strategy and Traffic Advisory Committees should seek an early meeting with the Chief Executive of the Blenheim Estate to discuss scope for future cooperation;
- (b) That the Town Council build upon its contact with WODC Leisure & Tourism Dept. by seeking a further meeting to discuss detailed marketing arrangements;
- (c) That the Town Council seek an early meeting with the Chairman of Wake Up to Woodstock with a view to promoting more inclusive membership of that body;
- (d) That the Town Council determine the amount of effort to be put into promoting the Wall Hangings and that, in other respects, the use of the Town Hall continue on similar lines as at present but a small-scale promotional effort for wedding ceremonies and receptions be mounted in the Woodstock & Bladon News to be supplemented by more imaginative marketing on the Town Council website;
- (e) That the Town Council contact clubs/societies/organisations in the community to help determine what form a refurbished Community Centre should take;
- (f) That the Town Council should retain the Watermeadows as a private sanctuary for Woodstock residents rather than develop it as a place of public recreation;
- (g) That the Town Council retain roughly the present scale of effort for promoting Christmas celebrations;
- (h) That the Town Council discuss with WODC Leisure & Tourism Dept. the scope for using the WTC website more as a promotional tool.

## **Town Council Transportation Strategy**

### **RESOLVED**

- (a) The the issue about parking at Hanborough and Charlbury railway stations be left for the time being;
- (b) that the potential new rail links in the area including a new chord line at Bicester facilitating the introduction of an Oxford-London (Marylebone) service with the possibility of a new Water Eaton Parkway station as well as new services Oxford – Milton Keynes – Bedford. Earliest possible introduction 2013 be supported.
- (c) that OCC Highways to be contacted as a matter of importance regarding the matter of the speed reactive sign on Oxford Hill.

### **Rural Services Network**

#### **RESOLVED**

That the attention of the Rural Services Network be drawn to the following concerns:-

1. Affordable housing
2. Rural bus services – Weekend services only good on the main routes
3. Viability of rural post offices
4. The trend in the retail environment to exclude businesses which cater for every day life.

### **Oxford Inspires**

#### **RESOLVED**

That this matter be considered further if the Town Council gets involved in the Cultural Forum following the attendance by Cllr V Edwards at their next meeting.

#### **WTC/339/08 DRAFT LEISURE AND TOURISM STRATEGY PAPER**

The Council received and considered the Strategy Paper prepared by Cllr B Yoxall.

#### **WTC/340/08 PLANNING - CORE STRATEGY SO FAR – CONSULTATION**

Members were reminded that the latest consultation on the West Oxfordshire Local Development Framework (LDF) process was underway. The District Council had requested comments by Monday 6 April. This matter had last been considered by Council at its meeting on 22 April 2008 and Members were reminded of the decisions that had been taken at that time. The Council received a proposed response to the Core Strategy document prepared by the Chairman of the Strategy Committee, Cllr B Yoxall, and a proposed response prepared by the Deputy Mayor, Cllr T Gardiner, to the Strategic Housing Land Availability Assessment (SHLAA) Interim Report.

It was proposed that the covering letter to the Council's comments on the Core Strategy – So Far should be along the lines of Cllr Yoxall's paper, with the Council's Transport Strategy and the Council's Leisure and Tourism Strategy as enclosures. The comments on the SLHAA would be sent as a separate paper.

It was proposed that the Council's comments on the SHLAA should be forwarded to Mr Nik Lyzba, the Council's retained consultant on this matter, for him to consider whether he should make a separate technical submission in support of the Council's case. A Member pointed out that Mr Lyzba represented Berkeley Homes in the former station site case, and could not work for this Council on this

particular issue. There was a clash of interest here and therefore Mr Lyzba should not be employed with regard to the SHLAA generally. Members were reminded of the Council's previous decision on this matter and the previous work undertaken by Mr Lyzba for the Council. By twelve votes to two it was agreed that Mr Lyzba's services should be retained, as previously agreed. A Member called for a Named Vote, the result of which was as follows:

FOR retaining Mr Lyzba's services: Cllr A Glee, Cllr G Myatt, Cllr I Thomas, Cllr Mrs A Grant, Cllr Mrs V Edwards, Cllr J Cooper, Cllr B Yoxall, Cllr Mrs E Stokes, Mrs P Richardson, Cllr C Carritt, Cllr T Gardiner and Cllr P Jay. (12)

AGAINST: Cllr P Redpath and Cllr Mrs T Redpath

ABSTAINED: Cllr Mrs V Edwards.

Members proposed amendments to the proposed responses to the Core Strategy document and the SHLAA and these were accepted.

### **RESOLVED**

- (a) that the response to the Core Strategy document prepared by the Chairman of the Strategy Committee, Cllr B Yoxall, together with the Council's Strategies on Transport and Leisure and Tourism, and the response prepared by the Deputy Mayor, Cllr T Gardiner, to the Strategic Housing Land Availability Assessment (SHLAA) Interim Report, as amended at the meeting and enclosed as Appendices to these Minutes, be adopted as the Council's responses to the District Council's consultations;
- (b) that the response to the SHLAA consultation be sent to Mr Nik Lyzba for him to consider whether he should additionally make a separate technical submission in support of the Council's case.

#### ***WTC/341/08 SKATEBOARDING WORKING PARTY***

This matter had been dealt with under Minute/330/08, Environmental Report.

#### ***WTC/342/08 CHRISTMAS LIGHTS***

Further to previous consideration of this matter, it was reported that the County Council had confirmed that they would not let the lights stay in the trees during the year as this would pose problems for any maintenance works that they may have to carry out.

#### ***WTC/343/08 ROAD NAMES FOR NEW DEVELOPMENTS***

Further to consideration of this matter at the last meeting, the Council received suggested road names from Hon Townsman R Edwards.

### **RESOLVED**

That "Station Road", "Young's Road" and "Fair Rosamund Way" be agreed as potential road names for the former station site.

#### ***WTC/344/08 PROPOSED LETTER FROM TOWN MAYOR TO WAR VETERANS***

### **RESOLVED**

- (a) that it be noted that the British Legion intends to mark the 65th Anniversary of D-Day specially at the Social Club in June;
- (b) that the Town Mayor write at that time to the British Legion in appropriate terms to honour the service given to the nation by these veterans.

**WTC/345/08 CIVIC ANNOUNCEMENTS**

None.

**WTC/346/08 EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED**

That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

**WTC/347/08 STAFF CHANGES**

The Council received and considered a report from the Town Clerk.

**RESOLVED**

- (a) That the timetable for the appointment of a new member of staff be approved;
- (b) That the panel for short listing and interviews be Councillors P Jay and J Cooper and the Town Clerk.

The meeting went back into Open session for the consideration of the remaining items.

**WTC/348/08 WOODSTOCK IN BLOOM WORKING PARTY**

**RESOLVED**

- (a) That the Minutes of the meeting of the Bloom Working Party held on 13 February 2009 be received;
- (b) That the question of the Grace Darling lifeboat be referred to the Bloom Working Party for consideration

**WTC/349/08 PROPOSALS OR RECOMMENDATIONS**

It was Proposed by Cllr C Carritt and

**RESOLVED** (By eleven votes to one)

Woodstock Town Council congratulates the Marlborough School on its recent Ofsted report. The following extract is taken from the summary.

"The Marlborough Church of England School is a good school. It has many outstanding features. Students achieve well and reach above average standards in their work. Their personal development is outstanding because of the excellent opportunities offered by the curriculum and the effective care, support and guidance provided by the school."

This motion requests the Town Mayor to write to the head teacher, Mrs Julie Fenn, congratulating the school, its teaching and ancillary staff, and the students themselves on this excellent report.

**WTC/350/08 WOODSTOCK SORTING OFFICE**

The Council received and considered a letter from Mr D Hogg of Bear Close regarding the possible closure of the Post Office sorting facility in Woodstock.

**RESOLVED**

That a letter be sent to the Witney Delivery office opposing this proposal.

The meeting rose at 10.30pm.

Signed ..... Date .....