

**MINUTES OF THE MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 08 FEBRUARY 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr J Cooper (Town Mayor)	Cllr Mrs V Edwards (Deputy Mayor)
Cllr C Carritt	Cllr I Thomas
Cllr Mrs J Dunsmore	Cllr T Gardiner
Cllr A Glees	Cllr Mrs L Glees
Cllr Mrs A Grant	Cllr Mrs E Jay
Cllr P Jay	Cllr P Redpath
Cllr Mrs T Redpath	Cllr Mrs P Richardson
Cllr Mrs E Stokes	

ALSO IN ATTENDANCE:

Two members of the public and County Cllr I Hudspeth.

WTC/236/10 APOLOGIES FOR ABSENCE

Apologies were received from Cllr E Poskitt.

WTC/237/10 DECLARATIONS OF INTEREST

Cllr Mrs V Edwards declared a personal interest in Agenda Item 17 Communications as she is a Director of Synaptix.

WTC/238/10 TO APPROVE THE MINUTES OF:

The Minutes of the Meeting of the Town Council held on Tuesday 11th January 2011 were approved and signed as a correct record subject to the following amendments:

WTC/224/10 Communications: the word 'cub-committee' was amended to 'sub-committee' in the motion proposed by Cllr E Poskitt.

WTC/226/10 (ii) Planning Application R3.0167/10: The third sentence was amended to read 'Cllr Mrs T Redpath told Cllrs they could view the plans in detail on the CC website'.

WTC/229/10 Property Update (ii) Community Centre: the bracketed wording in the last sentence of paragraph one was amended to read '(4 votes for but 5 against).'

WTC/229/10 Property Update (v) 8 Park Street: the bracketed wording in the resolution was amended to read '(8 votes for, 1 against).'

The Minutes of the Extraordinary Meeting of the Town Council held on Tuesday 25th January 2011 were approved and signed as a correct record subject to the following amendments:

The word 'Extraordinary' was inserted before the word 'Meeting' in the heading of the minutes.

WTC/235/10 Planning Matters – Applications (b) Ref: 11/0045/P/RM: The second sentence was amended as follows 'Cllr Mrs J Dunsmore pointed out that it would take away much light and privacy from the house beside it and recommended that WTC should speak strongly against it.

The Council thanked the Deputy Clerk for producing the minutes for this meeting.

WTC/239/10 PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA

Cllr I Hudspeth reported that the OCC budget would be announced on 15th February 2011.

The Langford Lane Waste Recycling Centre was discussed. Cllr Hudspeth explained that a fully serviced waste recycling facility had always been envisaged in that area and that it should encourage re-use. Some Councillors raised concerns about potential traffic problems and possible congestion at the traffic lights situated in this area. Cllr Hudspeth said that a traffic study will be undertaken to project the traffic flow. He suggested that heavy traffic should not be a problem as this facility will not take trade waste. When the Langford Lane site is up and running the Redbridge recycling centre will be closed for refurbishment and then re-opened to accept trade waste. He noted that the temporary planning permission for Dean Pit expires in September 2011 and is unlikely to be granted a further renewal. The installation of a new waste incinerator at Ardley will result in the closure of that waste recycling site. Cllr Hudspeth outlined plans for waste recycling in other parts of the county and noted that the green waste kerb side collections had reduced the need for some facilities.

The car parking issues associated with Hanborough Station were discussed. Cllr Hudspeth said that stakeholders were trying to find a solution that would be acceptable to residents. Cllr T Gardiner reported that one local company had offered OCC some land as a possible car parking site for additional parking but had received no response. Cllr Hudspeth said that he would happily investigate the offer to see if it was feasible. He noted that most parking in WODC is free. Cllr A Glees mentioned that the Neighbourhood Action Group (NAG) had also discussed this problem and that a local farmer has also offered a field.

WTC/240/10 COMMUNICATIONS

A resident present at the meeting asked why agenda item 17 was going to be confidential. The Mayor said that this was because WTC may have to consider legal advice relating to some items of correspondence.

WTC/241/10 QUESTIONS

None

WTC/242/10 MOTIONS PRESENTED TO COUNCIL

The following motion has been submitted by Cllr P Jay:

That:-

- 1. the management and maintenance of council properties (other than those owned for our own use and insofar as the council continues to own such assets) be henceforward left wholly in the hands of our professional advisers (currently Carter Jonas), in accordance with an appropriate contract itself subject to annual review and subject to an annual budget for all maintenance and capital expenditure as fixed by the council in its budget;*
- 2. the Finance Committee be asked to advise whether this requires any amendment of financial regulations;*
- 3. the post of Council Member for Property be allowed to lapse from the Council's annual meeting in May, 2011; and*
- 4. Councillors be reminded every year of Standing Orders 61, 63 and 64.*

The following motion has been submitted by Cllr Mrs T Redpath and seconded by Cllr Mrs A Grant:

That in view of the heavy costs being levied on the Town Council for its property management, and as the existing property contract is due for renewal, the Town Council undertakes a review of its property maintenance procedures and seeks and considers alternative options such as the appointment of a retired surveyor or similar.

The Mayor proposed that both motions be referred to the Property Working Group under SO 21 and the Deputy Mayor seconded this proposal. Discussion followed.

Cllr P Redpath proposed, seconded by Cllr Carritt, that the motion be amended so that the scheduled review of the current property management contract and also 8 Park Street be discussed at an Extraordinary Meeting of the Town Council on 22nd February 2011 and the motions be considered then. The Deputy Mayor seconded this amendment. The original proposer and seconder accepted this amendment.

RESOLVED (13 votes for, 1 against & 1 abstention)

That the current property management contract, 8 Park Street and the two motions be discussed at an Extraordinary Meeting of the Town Council on 22nd February 2011.

WTC/243/10 **GAME FAIR**

Cllr A Glees updated Cllrs about recent activities relating to the County Landowners Association's (CLA's) game fair and said that more will be known in the coming days. He said that measures should be taken to make the public aware of the possible congestion that they could face on 22nd July 2011. Possible ways of doing this were discussed and WTC will consider whether there should be a Town Meeting to discuss the Game Fair. WTC will continue to put pressure on Thames Valley Police in an effort to ensure that the traffic flow is managed effectively at this year's event.

Cllr P Jay proposed that Cllr A Glees be thanked for his work on this matter and the Deputy Mayor seconded this motion.

RESOLVED

That WTC thank Cllr A Glees for the work that he is undertaking regarding the CLA Game Fair

WTC/244/10 **FINANCIAL ISSUES**

(i) To receive the list of Payments for January 2011

The Mayor proposed that the list of payments made in the month of January 2011 amounting to £20,706.85 be received and approved. The Deputy Mayor seconded this proposal.

RESOLVED

That the list of payments made in the month of January 2011 amounting to £20,706.85 is approved

(ii) To receive the Bank Reconciliation Statements for January 2011

The Council received and considered the bank Reconciliation Statements for January 2011.

- (iii) To receive the Summary and Detailed Income & Expenditure Statements for January 2011

The Summary and Detailed Income and Expenditure Statements for January 2011 were received and considered. The Clerk answered a query from Cllr I Thomas relating to Town Hall gutter maintenance.

Cllr Mrs J Dunsmore asked where the £10k receipt from Point Productions appears in the Town Councils accounts and asked for the background information relating to this payment. The Mayor said that he understood that this was not one of WTC's assets and asked that the office prepare a response for all Cllrs.

RESOLVED

That a report providing information about the £10k receipt from Point Productions will be prepared for Cllrs.

- (iv) Risk Assessment

The council received and considered the risk assessment that was updated by the Clerk/RFO on 4th February 2011. The Town Mayor proposed that the Council approve the updated risk assessment. The Deputy Mayor seconded this motion.

RESOLVED

That Council approved the WTC risk assessment that was updated on 4th February 2011.

WTC/245/10 PLANNING MATTERS - APPLICATIONS

- (i) Planning Applications

- (a) Former Station Building

(i) The notes from the meeting on 18th January 2011 were received and considered along with the advice of WTC's property consultant.

Cllr Mrs T Redpath proposed the following four part motion, seconded by Cllr Mrs A Grant, that:

- (i) WTC raises no objection to this application but with a request to WODC that a planning condition is attached to any permission to the effect that the station building remains in employment use and is not converted to additional/ancillary residential use in connection with the residential units to which it is proposed to be attached;
- (ii) WTC writes urgently to Berkeley Homes and asks to discuss with them the possibility of footpath realignment across the proposed open space in front of the retained station building that might suit all parties;
- (iii) WTC writes urgently to Berkeley Homes and asks if they intend to withdraw their appeal against the previously refused application if and when the current application is granted;
- (iv) WTC writes separately to WODC and/or OCC requesting that if the application is approved that any monies generated by this development are ring fenced for the community centre remodelling.

Discussion followed. The four part motion above was then considered and voted upon separately.

The council agreed that WTC supports this planning application subject to the following:

- (i) Cllr C Carritt asked that part (i) be amended and that the words 'WTC raises no object to this application but with a' be removed. This was agreed by the proposer and seconder.

RESOLVED (13 votes for, 2 against)

That WTC requests to WODC that a planning condition is attached to any permission to the effect that the station building remains in employment use and is not converted to additional/ancillary residential use in connection with the residential units to which it is proposed to be attached.

- (ii) **RESOLVED** (14 for, 1 abstention)
That WTC writes urgently to Berkeley Homes and asks to discuss with them the possibility of footpath realignment across the proposed open space in front of the retained station building that might suit all parties.

- (iii) **RESOLVED** (unanimous)
That WTC writes urgently to Berkeley Homes and asks if they intend to withdraw their appeal against the previously refused application if and when the current application is granted;

- (iv) Cllr C Carritt proposed an amendment to this part of the motion that the words 'the community centre remodelling' be replaced by 'lasting local capital projects in discussion with WTC'. This amendment was seconded by Cllr Mrs J Dunsmore. The amendment was accepted by the proposer and seconder of the motion.

RESOLVED (unanimous)

That WTC writes separately to WODC and/or OCC requesting that if the application is approved that any monies generated by this development are ring fenced for lasting local capital projects in discussion with WTC.

- (b) Ref: 11/0162/P/FP
Erection of single storey side extension.
26B Brook Hill, Woodstock

RESOLVED

That WTC has no comment to make about this planning application.

- (c) Ref: 11/0125/P/FP
Creation of external stairs and first floor balcony.
37 & 39 Plane Trees Way, Woodstock

RESOLVED

That WTC has no comment to make about this planning application.

(d) Ref: 11/0169/P/FP

Erection of single storey front & rear and two storey side extensions.

7 Briar Thicket, Woodstock

Cllr Mrs P Richardson proposed that WTC object to this planning application on the grounds of over-development. The Mayor seconded this motion.

RESOLVED

The WTC will object to this planning application on the grounds that it would be over-developing the site.

(e) Ref: 11/0177/P/FP

Erection of single storey rear extension.

3 Union Street, Woodstock

RESOLVED

That WTC has no comment to make about this planning application.

(ii) Local Development Consultation

A letter from WODC was received and considered.

RESOLVED

That this matter will be brought forward and discussed at the Town Council meeting on 8th March 2011.

WTC/246/10 WOODSTOCK TOWN FAIR

WTC received and considered a paper from Cllr C Carritt. This listed the concerns raised with him by some residents and some recommendations. Cllr C Carritt proposed the following six part motion:

That WTC permit Cllr C Carritt, on its behalf, to enter negotiations with WODC with a view to:

- i) Reducing the set up times so that the road is only closed from 4pm on the Sunday. This would still allow 24 hours to clear parked vehicles, move in the fairground rides and set them up safely. At present the fairground people move in before lunchtime on Sunday.
- ii) Seek the support of WODC towards a more pro-active approach to noise level monitoring.
- iii) Secure a review of the layout of the fair to remove, as far as possible the positioning of large rides close to residents and business properties.
- iv) Review the positioning of diesel generators away from resident and business doors and windows.
- v) Seek confirmation of adequate policing of the event.
- vi) Ensure all appropriate health and safety measures are in place and enforced.

Cllr Mrs J Dunsmore asked that the motion be amended so that she also attends the meeting at WODC with Cllr C Carritt. Cllr C Carritt accepted this amendment to the motion. Cllr P Jay seconded the amended motion and suggested a further amendment that the motion be prefaced with the words 'While emphasising WTC's continued support and welcome to the fair'. This amendment was accepted by Cllr C Carritt.

RESOLVED (14 votes for, 1 abstention)

That while emphasising WTC's continued support and welcome to the fair Cllrs C Carritt and Mrs J Dunsmore enter negotiations with WODC with a view to:

- i) Reducing the set up times so that the road is only closed from 4pm on the Sunday.

- ii) Seek the support of WODC towards a more pro-active approach to noise level monitoring.
- iii) Secure a review of the layout of the fair to remove, as far as possible the positioning of large rides close to residents and business properties.
- iv) Review the positioning of diesel generators away from resident and business doors and windows.
- v) Seek confirmation of adequate policing of the event.
- vi) Ensure all appropriate health and safety measures are in place and enforced.

WTC/247/10 ANNUAL LITTER PICK (26th March 2011)

The council noted that the annual Woodstock litter pick would take place on Saturday 26th March 2011. Residents wishing to participate in the litter pick should meet at the Brook Hill lay-by at 10am and the task should hopefully be completed at approximately midday.

WTC/248/10 SECTION 106 PROGRESS

The council received and considered a paper from Cllr Mrs L Glees about the 'Historic Woodstock' initiative. This project would be funded from the s106 funds derived from the Shipton Road development. It was noted that this initiative has the support of two officers at WODC. Cllr Mrs C Glees proposed that WTC confirms that this project be taken forward. Cllr C Carritt seconded this motion. Discussion followed. Cllr Mrs P Richardson asked that the house opposite The Black Prince where the 'Blenheim Orange Apple' be included.

RESOLVED (Unanimous)

That WTC confirmed that the 'Historic Woodstock' project which is receiving funding from the s106 funds that have been derived from the Shipton Road development should be progressed to the next stage.

WTC/249/10 MEETINGS OF COMMITTEES & SUB-COMMITTEES

(i) Oxford Airport Consultative Committee

The council received and noted the agenda and minutes of the meeting of the Oxford Airport Consultative Committee that took place on Wednesday 19th January 2011. Cllr T Gardiner reported that an Air Show will take place at the London Oxford Airport on Sunday 21st August 2011 and that it is estimated that 15,000 people may attend.

WTC/250/10 REMEMBRANCE SUNDAY

Cllr C Carritt asked the Council to consider whether improvements should be made to the immediate area in front of the steps to the cenotaph in readiness for the 2011 Remembrance Day parade. It was noted that the Environmental Warden needs to be asked to put out the traffic signs before 9am on the morning of the parade. It was noted that the cobbled area outside the church presented a potential health and safety issue to ladies wearing even moderately high heeled shoes. Discussion followed. It was agreed that this is an OCC responsibility. Cllr C Carritt proposed that this issue be brought to the attention of the Traffic Advisory Committee at its next meeting so that OCC can be invited to make proposals to address this issue. This motion was seconded by Cllr T Gardiner.

RESOLVED

That this issue will be brought to the attention of the Traffic Advisory Committee at its next meeting in order that OCC can be invited to make proposals to deal with this health and safety issue.

WTC/251/10 WOODSTOCK SPEED LIMITS

The council received and considered the following traffic regulation order from OCC to:

- (i) Extend the existing 20mph speed limit in Shipton Road, Woodstock by 100 metres east and southwards so as to increase safety for access to the adjacent new residential development (Randolph Avenue).
- (ii) To revoke and consolidate into this one order, both the Oxfordshire County Council (Hensington Road & Shipton Road, Woodstock) (20Mph Speed Limit) Order 2002, and the Oxfordshire County Council (Woodstock) (Restricted Roads) Order 2002 with no other changes to existing speed limits.

Discussion followed. Cllr C Carritt proposed that WTC support the extension of the 20mph speed limit and that OCC be asked to reduce and maintain the height of the internal hedge in the Shipton Road to improve the sight lines for drivers approaching the corner (near the new housing development as you leave Woodstock) and address the current anomaly so that Kerwood and Hensington Close are both included within the current 20Mph area. This motion was seconded by the Mayor.

Cllr A Glees asked for an amendment to be made to this motion and proposed that a 20Mph speed limit be introduced throughout Woodstock. Cllr P Redpath seconded this proposal. A member called for a named vote:

For: Cllrs J Cooper, Mrs V Edwards, T Gardiner, Mrs P Richardson, Mrs E Stokes, A Glees, Mrs L Glees and P Redpath (8)

Against: Cllrs P Jay, Mrs T Redpath, Mrs A Grant, I Thomas and Mrs E Jay (5)

Abstained: Cllrs C Carritt and Mrs J Dunsmore (2).

RESOLVED

That the motion be amended to include a request that a 20Mph speed limit be introduced throughout Woodstock.

The substantive motion was then voted upon.

RESOLVED (13 votes for, 2 against)

That WTC support the extension of the 20mph speed limit and that OCC be asked to reduce and maintain the height of the internal hedge in the Shipton Road to improve the sight lines for drivers approaching the corner (near the new housing development as you leave Woodstock), address the current anomaly so that Kerwood and Hensington Close are both included within the current 20Mph area and introduce a 20Mph speed limit throughout Woodstock.

WTC/252/10 EXCLUSION OF THE PUBLIC AND PRESS

The Mayor proposed 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. This proposal was seconded by the Cllr A Glees. Discussion followed about whether the public should be excluded for the Communications item. A member called for a named vote:

For: Cllrs I Thomas, Mrs A Grant, P Redpath, Mrs L Glees, A Glees, Mrs J Dunsmore, Mrs V Edwards and J Cooper (8)

Against: Cllrs Mrs E Jay, C Carritt, Mrs T Redpath, P Jay, Mrs E Stokes, T Gardiner (6).

Abstained: Cllr Mrs P Richardson.

RESOLVED

That the public should be excluded for the Communications and Property agenda items.

WTC/253/10 COMMUNICATIONS

Cllr Mrs V Edwards declared a personal interest in Agenda Item 17 Communications as she is a Director of Synaptix. A recent communication published by a resident in the Woodstock and Bladon News was discussed. Cllr P Jay proposed that the Mayor write a full and robust letter for the March issue of Woodstock and Bladon News in response to this communication. This motion was seconded by Cllr C Carritt.

RESOLVED

That the Mayor will write a full and robust letter, in response to the letter by a resident that appeared in the February edition, for inclusion in the March issue of Woodstock and Bladon News.

Cllr P Redpath proposed that WTC give the Deputy Mayor a full vote of confidence. This motion was seconded by the Mayor.

RESOLVED (Unanimous) The Deputy Mayor took no part in the vote.

That WTC support the Deputy Mayor with a full vote of confidence.

WTC/254/10 PROPERTY UPDATE

In the absence of the Council Member for Property the Clerk gave a brief report about recent activities relating to the Council's property and outlined the terms relating to the lease for 24 Market Place. Cllr T Gardiner asked that in future the Heads of Terms and a summary of the key points for the property under discussion be circulated to all Cllrs beforehand.

RESOLVED

That in future the Heads of Terms and a summary of the key points for the property under discussion is circulated to all Cllrs beforehand.

WTC/255/10 SEALING OF DOCUMENTS

The lease for 24 Market Place was sealed.

WTC/256/10 CIVIC ANNOUNCEMENTS

None.

The meeting rose at 10.45pm.

Signed Date