

**MINUTES OF THE EXTRAORDINARY MEETING OF THE
WOODSTOCK TOWN COUNCIL
HELD AT 7.30 PM ON TUESDAY 20 DECEMBER 2011
IN THE MAYOR'S PARLOUR, WOODSTOCK TOWN HALL**

PRESENT:

Cllr Mrs J Dunsmore (Town Mayor)	Cllr B Yoxall (Deputy Mayor)
Cllr J Cooper	Cllr Mrs A Grant
Cllr A Glees	Cllr Mrs L Glees
Cllr Mrs E Jay	Cllr P Jay
Cllr Mrs E Stokes	Cllr Mrs P Richardson
Cllr P Redpath	Cllr Mrs T Redpath
Cllr T Gardiner	Cllr Mrs V Edwards
Cllr E Poskitt	

ALSO IN ATTENDANCE:

One member of the public and Mr M Lunt from WTC's professional property advisors Carter Jonas.

WTC/238/11 APOLOGIES FOR ABSENCE

Apologies were received from Cllr C Carritt.

WTC/239/11 DECLARATIONS OF INTEREST

None

WTC/240/11 PUBLIC PARTICIPATION

Mr Colin Taylor from the Woodstock Bowls and Tennis Club addressed the Council. He told the Council that the Woodstock Bowls and Tennis Club was seeking WTC's permission to fell a large Ash tree that is in the car park. Mr Taylor confirmed that the club has contacted WODC and confirmed that this tree is not the subject of a Tree Preservation Order (TPO). A branch recently fell from the tree and damaged a car that was parked underneath. Due to health and safety concerns the Woodstock Bowls and Tennis Club commissioned two surveys that confirmed that this tree is decayed and unsafe. A tree surgeon has provided the Bowls and Tennis Club with a quote for felling the tree and could undertake the work before Christmas. Cllr T Gardiner proposed that WTC gives its consent and approval for Woodstock Bowls and Tennis Club to fell the Ash tree as soon as possible at their own cost. Cllr E Poskitt seconded this motion. There was discussion about whether this matter could be discussed by the Council that evening as it was not on the agenda, but the Mayor considered it to be an urgent matter that must be taken due to the health and safety considerations. Cllr J Cooper proposed an amendment to the motion so that WTC accepted some of the cost and suggested a figure of £140.00 but there was no seconder to the proposed amendment and it therefore fell. A Cllr called for a named vote the result of which was as follows:

For: Cllrs Mrs J Dunsmore, B Yoxall, E Poskitt, A Gardiner, Mrs A Grant, J Cooper, A Glees, Mrs L Glees, Mrs V Edwards, Mrs E Stokes, Mrs P Richardson and Mrs E Jay. (12)

Against: Cllr P Jay (1)

Abstained: Cllrs P Redpath and Mrs T Redpath (2)

RESOLVED

That WTC gives its consent and approval for Woodstock Bowls and Tennis Club to fell the Ash tree as soon as possible, at their own cost, subject to the tree not being covered by a TPO.

WTC/241/11 PLANNING MATTERS

The following planning applications were received and considered.

- a) Ref: 11/1872/P/FP
18 Hensington Close, Woodstock.
Erection of front porch and single storey rear extension.

RESOLVED

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

- b) Ref: 11/1875/P/FP
2 Vermont Drive, Woodstock.
Conversion of roof space to include rear dormers and velux to side and rear elevations.

RESOLVED

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

- c) Ref: 11/1876/P/LB
Bishops House, 52 Rectory Lane, Woodstock.
Erection of Plaque.

RESOLVED

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

- d) Ref: 11/1878/P/LB
Various sites in Woodstock.
Erection of Plaques.

RESOLVED

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

- e) REF:11/1903/P/FP
15a Cadogen Park, Woodstock
It was agreed that consideration of this application by WTC would be deferred until the January 2012 Town Council meeting. This will enable residents to have time to view the application.

ACTIONS:

1. *The Clerk will ask WODC to agree that WTC can respond to the planning application for 15a Cadogen Park on Wednesday 11th January 2012.*
2. *The other planning comments will be relayed to WODC by the office staff.*

WTC/242/11 EXCLUSION OF THE PUBLIC AND PRESS

It was 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 asked to withdraw.

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 asked to withdraw.

WTC/243/11 COMMUNITY CENTRE PROJECT

The Chairman of the Community Centre Refurbishment Project reported that three tenders had been received for this project and that these had been opened at the offices of Carter Jonas in Oxford on Friday 16th December. She referred Cllrs to the analysis documents that had been prepared and distributed to Cllrs at the weekend and earlier that day. Discussion followed. Various Cllrs asked questions which Mr Lunt and Cllr Mrs V Edwards and Cllr P Jay answered. Several Cllrs expressed financial concerns and queried the level of project contingency. It was confirmed that this project will deliver within budget. Mr Lunt had split the work programme between structural items that must be done now, structural items that could be removed now but reinstated later if the budget is secured, and ancillary items that would be of benefit if additional money is found later. It was noted that the Community Centre Working Group hopes to be able to confirm two additional donations in the near future and that fund raising opportunities are still coming forward. Further discussion followed about the content of the work programme and the available budget. The Mayor and Deputy Mayor reminded Cllrs that the £2k contribution from the Woodstock Society was specifically for improved audio, visual equipment. Subsequent discussion included debate about the following matters:

- (i) the content and prices of the tenders received
- (ii) whether the current scheme was the same as that originally discussed
- (iii) whether the scheme could be undertaken in modules
- (iv) the reasoning behind the decisions relating to double glazing, heating, roof insulation, de-stratification fans, roller blinds, and radiators,
- (v) the possible implications of not double glazing some of the windows now
- (vi) the Carter Jonas performance specifications included for heating and insulation
- (vii) the adequacy of storage facilities
- (viii) moving the kitchen and the potential benefits arising from the new meeting room that would result
- (ix) the WREN expectations
- (x) the potential effect of WTC delaying making a decision on: the work programme, the WREN grant and the commitments made to regular clubs that have been moved out of the building temporarily
- (xi) the importance of ancillary items such as new chairs if the budget can be raised for this
- (xii) plans for the hall floor
- (xiii) lighting plans
- (xiv) improving the current bar
- (xv) fire alarm systems and compliance with disabled access requirements
- (xvi) whether the Legacy Fund might be used on this project.

Cllr Mrs V Edwards told Cllrs that the major change to the scheme that had previously been presented to the Council was that the bar would not now be moved. Some Cllrs still expressed reservations whilst others said that they were happy with the proposed scheme and that it should go ahead.

Cllr P Redpath proposed that WTC review moving the kitchen now. This motion was seconded by Cllr T Gardiner. Cllr T Gardiner requested an amendment so that WTC also review the heating system and double glazing as a linked modification to the current scheme and the implications for the overall financial costs. Cllr Redpath agreed to this amendment. Discussion followed during which Cllr Mrs V Edwards stressed that the conditions of the WREN grant required a change of location for the kitchen.

Several Cllrs expressed concern that if the project specification was continually revisited the project may not happen at all or will be delayed for a long time, could result in WTC losing the grants that have been secured and may end up costing more.

Cllrs Mrs V Edwards and P Jay said that it was important that WTC did not commit to a project that it could not fund but the Community Centre Refurbishment project had the required funding in place.

Cllr J Cooper proposed an amendment to the motion so that the quote from BHL Builders Ltd be accepted. Cllr P Redpath rejected this amendment. The motion was then voted upon.

A member called for a named vote:

For: Cllrs B Yoxall, Mrs P Richardson, Mrs E Stokes, P Redpath, Mrs T Redpath, Mrs A Grant and T Gardiner (7)

Against: Cllrs E Poskitt, Mrs E Jay, J Cooper, P Jay, Mrs V Edwards, Mrs L Glees and A Glees (7)

Abstained: Cllr Mrs J Dunsmore.

The Mayor noted that this was a very difficult decision for her to take as she could see both sides. She was advised by former Mayors present at the meeting that the protocol on such occasions was to maintain the status quo. Discussion arose about the interpretation of status quo. As the motion had resulted in a tied vote it failed.

The Mayor invited Mr Lunt to leave the meeting at this point and thanked him for his advice and attendance.

Further discussion followed. The Mayor recognised that a decision was required but expressed concern that Cllrs, through nobody's fault, had been given very little time in which to read the information that had been distributed in support of the tender analysis.

Cllr J Cooper proposed that the quote from BHL Builders (Oxford) Ltd at a price of £138,790.50 be accepted and that the £2k donation from the Woodstock Society be ring fenced for that purpose for which it was donated. Cllr E Poskitt seconded this motion. A member called for a named vote:

For: Cllrs E Poskitt, Mrs E Jay, J Cooper, P Jay, Mrs V Edwards, Mrs L Glees and A Glees (7)

Against: Cllrs B Yoxall, Mrs P Richardson, Mrs E Stokes, P Redpath, Mrs T Redpath, Mrs A Grant and T Gardiner (7)

Casting vote: The Mayor, Cllr Mrs J Dunsmore used her casting vote to vote 'For' the project.

RESOLVED

that the quote from BHL Builders (Oxford) Ltd at a price of £138,790.50 be accepted and that the £2k donation from the Woodstock Society be ring fenced for that purpose for which it was donated.

The Mayor reaffirmed that she had found this a very difficult decision to make. She said that she had cast her casting vote in favour of the motion because of the work that had gone into the project.

WTC/244/11 **PROPERTY UPDATE**

Draft heads of terms for 24 Market Place were received and considered by Cllrs. Cllr Mrs L Glees had been looking after the property portfolio in the absence of the CMfP. Cllr Mrs L Glees noted that the prospective tenant was unable to provide the usual references as she has been involved in a business with her partner. The prospective tenant has therefore offered a six month rent deposit. Cllr Mrs L Glees proposed that WTC approves the preparation of the lease as described in the draft heads of terms. This motion was seconded by Cllr T Gardiner. Cllr E Poskitt asked for an amendment that two personal references would be required. Cllrs Mrs L Glees and T Gardiner agreed to this amendment.

RESOLVED (14 votes for, 1 against)
that WTC approves the preparation of the lease as described in the draft heads of terms and requires two personal references to follow.

The CMfP thanked Cllr Mrs L Glees for her assistance then briefly updated Cllrs about 8 Park Street.

WTC/245/11 **CLERK'S ASSISTANT**

The Mayor gave an oral update about the interviews that had taken place earlier that day. Cllr E Poskitt said that she was impressed with the general quality of all of the candidates that had been interviewed. The Mayor proposed that WTC accept the unanimous recommendation of the interview panel that the job of Clerk's Assistant be offered to Mrs Rachel Faulkner. This motion was seconded by Cllr J Cooper.

RESOLVED (Unanimous)
That Mrs Rachel Faulkner will be offered the post of Clerk's Assistant and commence work at WTC in January 2012.

The meeting rose at 10.00pm.

Signed Date